

Please send the following information in an email to [fspay@uw.edu](mailto:fspay@uw.edu) to request a change on an approved timecard. Copy and paste the information below into the body of the email and please only include one employee per email, because the email will be saved in the employee's payroll file.

Please fill in all the fields below & send this form to [fspay@uw.edu](mailto:fspay@uw.edu).

**Employee Name:**

**EID:**

**Work Date:**

**What Needs to Change:**

(NOTE: Please include the Time Type, Work Order, Phase and hours OR Leave Code and hours, whichever applies).