

This form should be used to request an amendment to a previous fiscal year timecard.

PREVIOUS FISCAL YEAR TIMECARD AMENDMENT FORM

Guidelines: Requests for amendments to previous fiscal year timecards *may* be made only on the basis of exceptional circumstances. The employee's branch manager must authorize all requests for amendments to previous fiscal year timecards.

Employee Last Name		Employee First Name		Employee Assignment #	Pay Cycle	Ministry Name	Ministry Entity #
Change Leave Code <u>FROM</u>	Hours (Indicate Start Time to End Time)	Change Leave Code <u>TO</u>	Hours (Indicate Start Time to End Time)	Date	Reason for Amendment		

Additional Details:

Employee Name: _____ **Date:** _____

Employee to Complete Fillable Areas of Form and Forward by Email to Branch Manager for Approval

Manager Comments:

Branch Manager Approval: _____ **Telephone Number:** _____

Date: _____ **APPROVED:** **NOT APPROVED:**

Forward Approved Request to the Human Resource Service Centre:

Email: hrsc@gov.sk.ca **Subject Line: MIN(SHR) - PREVIOUS FISCAL YEAR TIMECARD AMENDMENT**

Fax:
306-798-9966
1-877-852-9219 (Toll Free)

Mail:
Human Resource Service Centre
2100 Broad Street
Regina, SK S4P 1Y5