

Personnel Data Correction Request



County: _____ District: _____

Correction(s) to be made to the following fiscal year personnel report: _____

Employee Name: _____ Certified Support
(circle one)

Please select the category that best describes the reporting error and provide the required documentation:



_____ Earnings were coded/reported incorrectly.

Please attach the following:

- 1) Contract(s), timesheet, board minutes, etc. to document pay type.
- 2) Earnings report from local payroll system.
(ADPC-Employee Encumbrance/Expenditure Report MAS-Job Salary/Benefit Summary)



_____ Earnings were coded/paid correctly, but reported incorrectly.

Please attach the following:

- 2) Earnings report from local payroll system.
(ADPC-Employee Encumbrance/Expenditure Report MAS-Job Salary/Benefit Summary)



Requestor Name: _____

Email: _____

Superintendent Signature

Date

Printed Superintendent Name

Submit completed form and supporting documentation to Heather Butler at heather.butler@sde.ok.gov.