

KRONOS Amendment Form



Employee Name		Employee Number	
Cost Centre		Pay Cycle (select one)	
Employee Status (select one)			

Week 1	Day	Date	Start	Stop	Total	Code*	Classification eg. WP3	Reason for Amendment
	Monday							
	Tuesday							
	Wednesday							
	Thursday							
	Friday							
	Saturday							
	Sunday							

Week 2	Day	Date	Start	Stop	Total	Code*	Classification eg. WP3	Reason for Amendment
	Monday							
	Tuesday							
	Wednesday							
	Thursday							
	Friday							
	Saturday							
	Sunday							

Comments

Allowance Code Legend*			
IC	In Charge	OC	On Call
CS	Change of Shift	OT	Overtime
CR	Change of Roster		

Please Note: Current Pay amendments will not be processed. All amendments are processed as Next Pay Adjustments.

Employee's Signature

Date

Employee's Phone Number

Manager's FULL Name

Date

Manager's Phone Number

Manager's Signature

Please return this form to Payroll Services via:

Payroll Queries: Log query through Monash Health Intranet Home page by clicking 'Payroll Query' button located under Quick links & attach form to request for processing.

Internal Mail: Attn: Payroll Services

External Mail: Attn: Payroll Services, 35 Centre Road, Scoresby VIC 3179