

**PAL TIME/PROJECT ENTRY FORM**

DGS OHR 22 (Rev. 10/2016)

1. Pay Period					2. Employee Name (Last, First MI)	3. ABMS#	4. Position Number			5. WWG	6. CBID
Month/Year											

**7. CURRENT PAL ENTRY (Time to be backed out)**

Line	Alias	Project	Activity	Exp	Category	Subcat	CDR#	Date						
								Hours						
1														
2														
3														
4														

**8. PROPOSED PAL ENTRY (Time replacing entries in Section 7)**

Line	Alias	Project	Activity	Exp	Category	Subcat	CDR#	Date						
								Hours						
1														
2														
3														
4														

9. Employee's Signature		Date	11. Reason for Transfer of Hours, Change of Leave or Expenditure.
			
To the best of my knowledge and belief, the facts stated are accurate and in full compliance with legal requirements.			
10. Supervisor's Signature		Date	
			
To the best of my knowledge and belief, the facts stated are accurate and in full compliance with legal requirements.			

**INSTRUCTIONS**

1. Enter month and year (mm/yyyy) of the PAL pay period being corrected.
2. Enter employee's legal name (Last, First MI).
3. Enter employee's ABMS #. This can be found in the employee's PAL timesheet next to the employee's name.
4. Enter employee's 13 digit position number (e.g., 306-271-1234-001). Employees can find this in My ABMS Info off the PAL Main Menu. Supervisors and Attendance Clerks can find this in the ABMS Employee Information screen.
5. Enter employee's Work Week Group (WWG). This can be found in the Group field of the employee's PAL timesheet. Click on the field to open it up.
6. Enter employee's Collective Bargaining Identifier (CBID). This can also be found in the Group field of the employee's PAL timesheet.
7. Enter the PAL time that needs to be corrected. Include Project, Activity, Expenditure, Category and Subcategory if applicable. If the project information is incomplete, the form will be returned for completion.

On the right side of the project information, enter the dates (mm/dd) and hours that need to be removed. See example below:

**7. CURRENT PAL ENTRY** *(Time to be backed out)*

Line	Alias	Project	Activity	Exp	Category	Subcat	CDR#	Date						
								Hours						
1		7760P_TEMP	JULY_2016	STD				8/1						
								1.5						

8. Enter the PAL time replacing the Line entry in Section 7. Must include Project, Activity, Expenditure, Category and Subcategory if applicable. If the project information is incomplete, the form will be returned for completion.

On the right side of the project information, enter the dates (mm/dd) and hours that should be there. See example below:

**8. PROPOSED PAL ENTRY** *(Time replacing entries in Section 7)*

Line	Alias	Project	Activity	Exp	Category	Subcat	CDR#	Date						
								Hours						
1		000000000001276	VA	STD	ASVCS	EXT		8/1						
								1.5						

9. Employee signature and date. A digital or original signature is required.
10. Supervisor signature and date. A digital or original signature is required.
11. Enter reason for change.