

COMPASS | altogethergreat
 Jacobrat Outsource

TIME SHEET CORRECTION FORM

PURPOSE

This form is used to correct any missed punches or incorrect information when using a punch clock or electronic time keeping system and must be kept with time records.

Employee Name and Number: Alicia Davis

Date: 8-5-19

Unit Name & Cost Center:

DATE	IN	OUT (UNPAID BREAK)	IN (UNPAID BREAK)	OUT
8-5-19	3:00	6:00	6:30	11:30
8-6-19	3:00	8:00	8:30	11:30
8-7-19	2:30	8:00	7:30	11:00
8-8-19	3:00	7:00	7:30	11:30

Reason for Missed Punch:

Manager Comments:

Associate Signature:

Manager Signature:

TIME SHEET CORRECTION FORM

PURPOSE

This form is used to correct any missed punches or incorrect information when using a punch clock or electronic time keeping system and must be kept with time records.

Employee Name and Number: Fernando

Date: 8/5

Unit Name & Cost Center: _____

DATE	IN	OUT (UNPAID BREAK)	IN (UNPAID BREAK)	OUT
8/5	7:00	12:25	12:55	
8/6	7:00	12:30	1:00	
8/7	7:00	OFF	OFF	
CALL	IN		CALL IN	
CALL	IN		CALL IN	
8-11	7:00	12:20	CALL IN	
8-12	7:00			

Reason for Missed Punch:

Manager Comments:

Associate Signature:

Manager Signature: