

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 keep with time records.

Employee Name and Number: 01969 Rawl

Date: 10/19

Unit Name & Cost Center: _____

DATE	IN	OUT (UNPAID BREAK)	IN (UNPAID BREAK)	OUT
<u>10/19</u>	<u>4:11pm</u>	<u>7:00pm</u>	<u>7:30pm</u>	<u>11:30pm</u>
<u>10/10</u>	<u>3:00</u>	<u>9:02</u>	<u>9:32</u>	<u>11:20pm</u>
<u>10/11</u>	<u>3:15</u>	<u>9:00</u>	<u>9:30</u>	<u>11:30</u>

Reason for Missed Punch:

Manager Comments:

Associate Signature: _____

Manager Signature: _____

