

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: Angela Raul

Date: 10/9

Unit Name & Cost Center: _____

DATE	IN	OUT (UNPAID BREAK)	IN (UNPAID BREAK)	OUT
10/9	4:16pm	7:00pm	7:30pm	11:30pm
10/10	3:00	9:02	9:32	11:20pm
10/11	3:15	9:00	9:30	11:30

Reason for Missed Punch: _____

Manager Comments: _____

Associate Signature: _____

Manager Signature: _____

 Y