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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: Jose Miguel Barreto R.

Date: 10-28-19 to 10-01-19

Unit Name & Cost Center: _____

DATE	IN	OUT (UNPAID BREAK)	IN (UNPAID BREAK)	OUT
10-28-19	5:00 pm	9:00 pm	9:30	1:30
10-29-19	5:30 pm	9:00 pm	9:30	1:30
10-30-19	5:55 pm	9:00	9:30	1:30
10-31-19	5:00 pm	9:00	9:30	1:30
11-01-19	5:10 pm	9:00 pm	9:30	1:30

Reason for Missed Punch: _____

Comments: _____