Time Record Edit & Authorization Form

Today's Date: 11-25-2019

Employee Name: Carol A. Shuey

Component _____ Location: Bldg 7J

Reason for edit: (Check only ONE) Capital One

DATE TO EDIT: 11-25-2019

- [x] NO PUNCH
  No punch due to no timecard
- [ ] ERROR PUNCH
  There is a punch, but it is incorrect
- [ ] LUNCH EDIT
  There is an error in the lunch punches
- [ ] TIMECLOCK ERROR
  The time/date were wrong on the timeclock
  The timeclock did not calculate the time correctly

IN: 7:00 a.m.

LUNCH OUT: 1:10 p.m.

LUNCH IN: 1:40 p.m.

OUT: 3:15 p.m.

Additional or Other Employee/Employer Explanation:

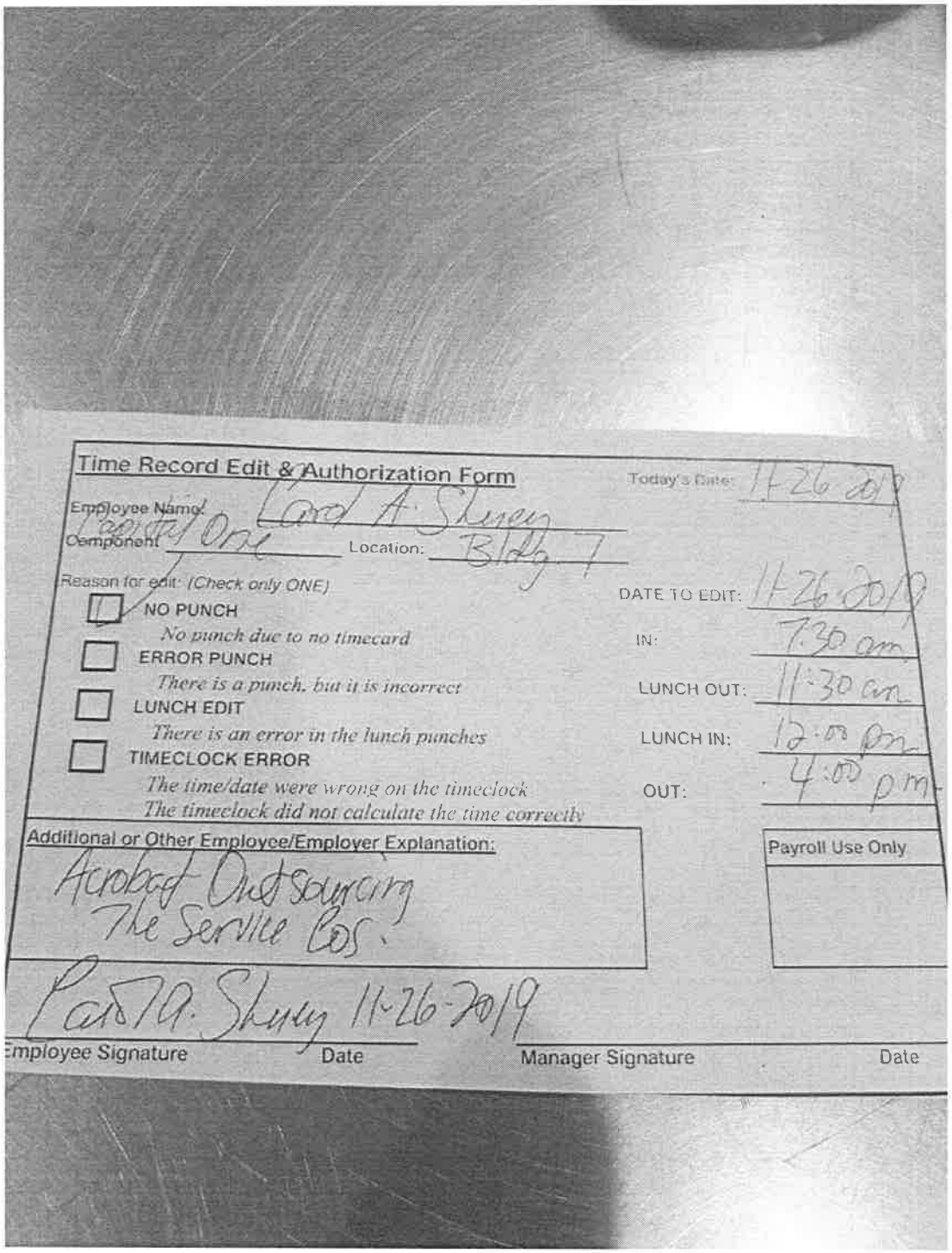
Hrubat Outsourcing 7le Service Log.

Payroll Use Only

Carol A Shuey 11-25-2019

Employee Signature Date

Manager Signature Date



Time Record Edit & Authorization Form

Today's Date: 11-26-2019

Employee Name: Carol A. Shuey

Component: Carolyn One Location: Bldg 7

Reason for edit: (Check only ONE)

- [ ] NO PUNCH
  No punch due to no timecard
- [ ] ERROR PUNCH
  There is a punch, but it is incorrect
- [ ] LUNCH EDIT
  There is an error in the lunch punches
- [ ] TIMECLOCK ERROR
  The time/date were wrong on the timeclock
  The timeclock did not calculate the time correctly

DATE TO EDIT: 11-26-2019

IN: 7:30 am

LUNCH OUT: 11:30 am

LUNCH IN: 12:00 pm

OUT: 4:00 pm

Additional or Other Employee/Employer Explanation:

Acrobat Outsourcing
The Service Bos.

Payroll Use Only

Carol A. Shuey 11-26-2019

Employee Signature Date Manager Signature Date