

## REQUEST FOR TIME CLOCK EDIT

EMPLOYEE: \_\_\_\_\_

**REASON FOR CORRECTION:** (✓ box next to reason)

<input type="checkbox"/>	Forgot to Punch In/Out	<input type="checkbox"/>	Chose Wrong Dept
<input type="checkbox"/>	Time clock down	<input type="checkbox"/>	Got busy and punched late
<input type="checkbox"/>	Other _____		

THE CORRECT PUNCH SHOULD BE:

DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

IN AT: \_\_\_\_\_

OUT AT: \_\_\_\_\_

Signature: \_\_\_\_\_

Corrected By: \_\_\_\_\_

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THE CORRECT PUNCH SHOULD BE:

DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

IN AT: \_\_\_\_\_ AM or PM ??

OUT AT: \_\_\_\_\_ AM or PM ??

Signature: \_\_\_\_\_

Corrected By: \_\_\_\_\_