

## TimeClock Plus Time Correction Form

Name \_\_\_\_\_ Employee ID # \_\_\_\_\_ Location \_\_\_\_\_

### Time Correction

### No Lunch Taken

Date _____	<u>Job Code</u>	Date _____	<u>Hours</u>	<u>Leave Code</u>	<u>Job Code</u>
Clock in _____ am pm _____		_____	_____	_____	_____
Clock out _____ am pm _____		_____	_____	_____	_____
Clock in _____ am pm _____		_____	_____	_____	_____
Clock out _____ am pm _____		_____	_____	_____	_____
Clock in _____ am pm _____		_____	_____	_____	_____
Clock out _____ am pm _____		_____	_____	_____	_____

Comments: \_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_  
 Employee Signature Date Authorized Signature Date

Editors Initials \_\_\_\_\_

PS4630B PL-20 REV 7/1

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Clock in _____ am pm _____		_____	_____	_____	_____
Clock out _____ am pm _____		_____	_____	_____	_____
Clock in _____ am pm _____		_____	_____	_____	_____
Clock out _____ am pm _____		_____	_____	_____	_____
Clock in _____ am pm _____		_____	_____	_____	_____
Clock out _____ am pm _____		_____	_____	_____	_____

Comments: \_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_  
 Employee Signature Date Authorized Si