TimeClock Plus Time Correction Form

Name_____ Employee ID #_____ Location_____

☐ Time Correction　　☐ No Lunch Taken

Date _____	Job Code _____	Date _____	Hours _____	Leave Code _____	Job Code _____
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 _____

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TimeClock Plus Time Correction Form

Name_____ Employee ID #_____ Location_____

☐ Time Correction　　☐ No Lunch Taken

Date _____	Job Code _____	Date _____	Hours _____	Leave Code _____	Job Code _____
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 _____

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