



# TIMECLOCK CORRECTIONS

EMPLOYEE NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

DATE TO BE CORRECTED: \_\_\_\_\_

SELECT EITHER  
AM OR PM

CORRECTED TIME IN: \_\_\_\_\_ AM/PM

CORRECTED TIME OUT: \_\_\_\_\_ AM/PM

CORRECTED TIME IN: \_\_\_\_\_ AM/PM

CORRECTED TIME OUT: \_\_\_\_\_ AM/PM

EXPLANATION FOR CORRECTION REQUEST:

---

---

---

\*\* REPORTING LATE IS NOT A VALID REASON FOR A TIME CLOCK CORRECTION \*\*

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

SUPERVISOR SIGNATURE: \_\_\_\_\_