

TIME CLOCK ADJUSTMENTS

Name _____

MISSED PUNCH

	MISSED IN	MISSED OUT		
DATE	Please enter time punch should have been	Please enter time punch should have been	FORGOT	OTHER*
_____	_____	_____		
_____	_____	_____		
_____	_____	_____		
_____	_____	_____		

*Other

I WISH TO BE PAID FOR EXTRA WORK

EXTRA WORK			
	TIME TO ADD (30 min. 45 min. etc.)	WORKED THRU LUNCH	OTHER*
DATE	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

*Other:

 Employee's Signature

 Principal's Signature