

(FACILITY NAME)

EXAMPLE

TIMEKEEPING ERROR/CORRECTION REQUEST

Department _____ Dept. Number _____ Pay Period From _____ To _____

NOTE: An explanation must be provided for all entries.

Name and Signature	Date	Error/Correction	Supervisor Signature
		Forgot to Clock In _____ Forgot to Clock Out _____ Missed Meal Period _____ Missed Rest Break _____	_____ Payroll Use Only
		Forgot to Clock In _____ Forgot to Clock Out _____ Missed Meal Period _____ Missed Rest Break _____	_____ Payroll Use Only
		Forgot to Clock In _____ Forgot to Clock Out _____ Missed Meal Period _____ Missed Rest Break _____	_____ Payroll Use Only
		Forgot to Clock In _____ Forgot to Clock Out _____ Missed Meal Period _____ Missed Rest Break _____	_____ Payroll Use Only
		Forgot to Clock In _____ Forgot to Clock Out _____ Missed Meal Period _____ Missed Rest Break _____	_____ Payroll Use Only
Name and Signature	Date	Error/Correction	Supervisor Signature