

TIME CLOCK EDIT FORM

*Rev: 9/2021 Office use:
Date Corrected in Time Clock*

Staff Name: _____

Date of Occurrence: _____

Edit Type (check all / any that apply)

___ Wrong or missed **punch in** for the day. Time arrived _____

___ Wrong or missed **punch out** for the day. Time left _____

___ Off site for **meeting/training**. Topic _____ Time _____

___ Other. Explanation _____

Staff Signature: _____ **Manager Approval:** _____

TIME CLOCK EDIT FORM

*Rev: 9/2021 Office use:
Date Corrected in Time Clock*

Staff Name: _____

Date of Occurrence: _____

Edit Type (check all / any that apply)

___ Wrong or missed **punch in** for the day. Time arrived _____

___ Wrong or missed **punch out** for the day. Time left _____

___ Off site for **meeting/training**. Topic _____ Time _____

___ Other. Explanation _____

Staff Signature: _____ **Manager Approval:** _____