

# TIME CLOCK EDIT REQUEST FORM

Only one edit per page

\*\*\* NOTE: INCOMPLETE/INCORRECT FORMS WILL BE RETURNED\*\*\*

Employee's Name: \_\_\_\_\_

Date to be changed: \_\_\_\_\_

Clock in time: \_\_\_\_\_  
(The time you should have clocked in)

\*Lunch: \_\_\_\_\_ \*(For hourly employees only)  
(Clock out for lunch time/Back from lunch time)

Clock out time: \_\_\_\_\_  
(The time you should have clocked out)

Reason for edit request:

- Clock was not working \_\_\_\_\_
- Forgot \_\_\_\_\_
- Other \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Requesting Employee's Signature Date

\_\_\_\_\_  
Principal/Supervisor's Signature Date

\_\_\_\_\_  
Time Administrator's Initials Date Completed