

Time Clock Plus Adjustment Request Form

Name

Badge #

Effective Date of Change

REASON FOR REQUEST:

Absent - Reason _____
Sick, PTO, Vacation, Uncomp

Forgot to clock in/out _____ In - Morning _____ Lunch - out
(time) (time)

_____ Out - Evening _____ Lunch - in
(time) (time)

Other: _____

Adjustment Date: _____

Employee Signature: _____

Date: _____

Approved by: _____
(Supervisor)

Date: _____

Edited by: _____

Date: _____