

Time Clock Adjustment Notice

To: Payroll

Temp. Badge # Used:		Date:	
Name: (Please Print)	Dept.:	Regular Shift:	Good Days:

Missed Punches / Changes

No Clock-In (date):	Actual Arrival Time:	No Clock-Out (date):	Actual Departure Time:
No Clock-In (date):	Actual Arrival Time:	No Clock-Out (date):	Actual Departure Time:
No Clock-In (date):	Actual Arrival Time:	No Clock-Out (date):	Actual Departure Time:

Reason couldn't punch? _____

What message appeared on clock? _____

Schedule Changes

☐ Permanent

☐ Temporary

Date(s)	Regular Schedule In	Regular Schedule Out	Schedule Change In	Schedule Change Out	Reason

Good Day Change

☐ Permanent

☐ Temporary

Change From:	Effective Date:	Change To:	Ending Date:
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Employee's Signature:	Date:	Supervisor:	Date:
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☐ Approved

☐ Disapproved

