



ANY EMPLOYEE FAILING TO CLOCK-IN OR OUT OR CAUGHT ABUSING THE SYSTEM WILL BE DISCIPLINED UP TO AND INCLUDING TERMINATION. CLOCKING-IN FOR ANOTHER EMPLOYEE IS A SERIOUS VIOLATION OF POLICY WHICH WILL RESULT IN TERMINATION OF ALL PARTIES KNOWINGLY INVOLVED.

NOTE: A separate form should be completed for each pay period being corrected. Adjustments will be processed on the next scheduled payroll.

Employee Name:				Employee ID:	
Submitted by:			Date:		Phone Number:
Pay Period Start Date:		Pay Period End Date:			Pay Date:
Reason for Payroll Correction:					
Missed Time Punches					
DATE	TIME IN	TIME OUT	COST CENTER WORKED		
Monetary Adjustments					
EARNING	HOURS	RATE	TOTAL	COST CENTER WORKED	
Time Off Adjustments					
TIME OFF TYPE	DATES	DAILY QUANTITY	TOTAL	COST CENTER WORKED	

Facility Officer Signature: _____ **Date:** _____