

**TIME AND ATTENDANCE ADJUSTMENT for:  
Missed Punch; Wrong Code; No Lunch; Short Lunch**

Occurrence Date	Time In	Time Out	Minutes/Hours	Explanation*	Sup. Initials

Version - 8/24/2010 K. Troyer

\_\_\_\_\_  
**Employee Name (Print)**

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Manager's Signature**

**TIME AND ATTENDANCE ADJUSTMENT for:  
Missed Punch; Wrong Code; No Lunch; Short Lunch**

Occurrence Date	Time In	Time Out	Minutes/Hours	Explanation*	Sup. Initials

Version - 8/24/2010 K. Troyer

\_\_\_\_\_  
**Employee Name (Print)**

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Manager's Signature**

**TIME AND ATTENDANCE ADJUSTMENT for:  
Missed Punch; Wrong Code; No Lunch; Short Lunch**

Occurrence Date	Time In	Time Out	Minutes/Hours	Explanation*	Sup. Initials

Version - 8/24/2010 K. Troyer

\_\_\_\_\_  
**Employee Name (Print)**

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Manager's Signature**