

Time Clock Correction

Name _____ Dept. _____

Club _____

Employee #

Date of correction _____

Sun **Mon** **Tue** **Wed** **Thu** **Fri** **Sat**

Time In _____ (am/pm) (Add/Delete)
Meal _____ (am/pm) (Add/Delete)
Meal _____ (am/pm) (Add/Delete)
Time Out _____ (am/pm) (Add/Delete)
Explanation _____

Total hours for the day: _____

Supervisor signature _____ Date _____

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