

# Time Clock Adjustment Form

Store # \_\_\_\_\_

Date Changed: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Reason for Correction:

- Forgot to Clock Out
- Forgot to Clock In
- Computer Issues
- Manager Meeting
- Manager Phone Log Time Correction: # of \_\_\_\_\_ Minutes
- Other

\_\_\_\_\_  
\_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_