

# MATHIS INDEPENDENT SCHOOL DISTRICT



## TIMECLOCK PLUS CORRECTION FORM

Before any corrections are made in the TIMECLOCK PLUS system, all information on this form must be completed, signed by the employee and approved by their Supervisor. Completed Correction Forms must be turned into the Payroll Department along with the weekly TIMECLOCK PLUS Punch Detail Report each Monday morning.

NAME: \_\_\_\_\_

EMPLOYEE NO. \_\_\_\_\_ DATE: \_\_\_\_\_

### REASON FOR CORRECTION

- No Time Card (Misplaced or Lost or Forgotten)\*
- Forgot to Punch In
- Forgot to Punch Out
- Time Clock Not Working \*\*
- School Business Off Campus: complete below**
  - Location** \_\_\_\_\_ **Event** \_\_\_\_\_

FOR OFFICE USE ONLY
DATE CORRECTED ____/____/____
INITIAL _____

### CORRECTED TIME(S)

DATE \_\_\_\_/\_\_\_\_/\_\_\_\_

IN PUNCH _____ AM/PM	OUT LUNCH _____ AM/PM	IN LUNCH _____ AM/PM	OUT PUNCH _____ AM/PM
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\_\_\_\_\_  
Employee Signature

DATE \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
Supervisor Approval

DATE \_\_\_\_/\_\_\_\_/\_\_\_\_

\* If Time Card has been lost contact the Payroll Department immediately. A new time card will be issued to the employee.

\*\* If Time Clock is not working for any reason contact the Payroll Department immediately.