

## PUNCH EDIT APPROVAL FORM

Employee ID \_\_\_\_\_

Email \_\_\_\_\_ @ \_\_\_\_\_

First Name \_\_\_\_\_

Last Name \_\_\_\_\_

### SECTION REQUIRED:

Position Number	Pay Period	Date To Edit	Actual Time (In/Out)
Reason: <input type="checkbox"/> Forgot To Punch In <input type="checkbox"/> Forgot To Punch Out <input type="checkbox"/> KRONOS Clock Down			
Reason: Field Work (specify)			
Reason: Court Case (specify)			
Reason: Other (specify)			

I certify that the above information is correct.

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

Date \_\_\_\_\_

Supervisor/Manager Signature \_\_\_\_\_

Date \_\_\_\_\_

NOTE: This form is due on Friday, at the end of each pay period. Failure to complete this form may result in loss of pay for the day in question. Submit a form for each day you have missed a swipe. A *Punch Edit Approval Form* is **only** required when work hours are to be added manually to employee's timecard by Payroll Clerk/Processor. It is your responsibility to submit the form in a timely manner to ensure accuracy of payroll records.

Payroll Use Only:

Punch Edited by \_\_\_\_\_ Date Edited \_\_\_\_\_

DD\_V2\_2009