Missed punch correction form: filled-in example

Illustrative example.

Employee and shift

Employee	Jordan Lee, closer
Shift date and scheduled times	Friday, March 12, 2027, scheduled 14:00-22:00

The missed punch

Which punch: clock-in, clock-out, break start, break end	Clock-out
Time the employee says is correct, and why	22:20, stayed to finish the close
How it was confirmed	Register closed at 22:11; alarm set at 22:18 (door log)

Decision

Corrected time entered	22:20 approved by the manager
Hours for the shift after correction	14:02 to 22:20, 30 min unpaid break: 7.80 h
Manager initials / date	R.M. / Mar 13
Employee agrees (initials / date)	J.L. / Mar 13