Missed punch correction form

Use one form per missed punch. Correct the record to the time actually worked, and keep the form with the timesheet.

Employee and shift

Employee _____

Shift date and scheduled times _____

The missed punch

Which punch: clock-in, clock-out, break start, break end _____

Time the employee says is correct, and why _____

How it was confirmed _____

Decision

Corrected time entered _____

Hours for the shift after correction _____

Manager initials / date _____

Employee agrees (initials / date) _____