

Time Card Adjustment Request



Pay Period Ends: Mo _____ 15th, 20____

I need the manual adjustment(s) made to my time card for the following entries:

	Date	Clock In	Clock Out	Clock In	Clock Out	Reason for Adjustment
Sunday	_____	_____	_____	_____	_____	_____
Monday	_____	_____	_____	_____	_____	_____
Tuesday	_____	_____	_____	_____	_____	_____
Wednesday	_____	_____	_____	_____	_____	_____
Thursday	_____	_____	_____	_____	_____	_____
Friday	_____	_____	_____	_____	_____	_____
Saturday	_____	_____	_____	_____	_____	_____

I acknowledge that the time adjustment(s) above are a true and accurate statement of actual hours worked, and that my electronic time card will be modified to reflect the adjustment(s).

Employee Name (Print) Veritime ID#

Employee Signature Date Manager Signature Date

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