

Time Clock Adjustment Form

Must be accompanied by Vehicle Manifest

Name:	Employee ID:
Missing Clock In/Out	
Clock In Date:	
Clock In Time: AM PM	Clock Out Time: AM PM
Clock In Time: AM PM	Clock Out Time: AM PM
Clock In Time: AM PM	Clock Out Time: AM PM
Clock In Time: AM PM	Clock Out Time: AM PM
Clock In Time: AM PM	Clock Out Time: AM PM
Explanation:	
Downtime Adjustment	
Date:	
Reason:	
Clock In Time: AM PM	Clock Out Time: AM PM
Employee Certification	
<p>Employee certifies that all information provided on the Time Clock Adjustment Form is true and complete to the best of his/her knowledge. Falsification of this form is grounds for disciplinary action, up to and including dismissal.</p>	
<i>Employee Signature:</i>	<i>Date:</i>
<i>Supervisor Signature:</i>	<i>Date:</i>