



TIMEKEEPING CORRECTION FORM

Before any correction is made in the timekeeping system, all information on this form must be completed, signed by the employee, and approved by their supervisor. Return the form to your Kronos timekeeper for processing.

DATE: _____

NAME: _____ EMPLOYEE ID _____

REASON FOR CORRECTION

No time clock ID Badge (Lost, Misplaced or Forgot)

Forgot to punch In

Forgot to punch Out

Time Clock / ID badge not working

Remove Lunch Deduction

Other _____

Date to be corrected ____ / ____ / ____

IN PUNCH _____

OUT PUNCH _____

Employee Signature

Date: ____ / ____ / ____

Supervisor Approval

Date: ____ / ____ / ____

** If Time Clock ID Badge has been lost, contact the Human Resources Department/Campus Administrator immediately. A new badge will issued. For campus paraprofessionals, the ID badge is printed at the campus.*