

# PRINCETON ISD

## Smart Find correction form

Employee Name: \_\_\_\_\_ Campus: \_\_\_\_\_

Employee ID#: \_\_\_\_\_

Absence Date: \_\_\_\_\_

Original absence date: \_\_\_\_\_

Original absence Hours: \_\_\_\_\_

Corrected absence dates: .....

Corrected absence Hours: .....

Sub correction:

- Add substitute
- Remove substitue

Missing Sub: Add Substitute \_\_\_\_\_

Change Sub hours: ½ day to full day or full day to ½ day

Explanation:

\_\_\_\_\_  
\_\_\_\_\_

**Employee Signature/Date:**

\_\_\_\_\_

**Supervisor Signature/Date:**

\_\_\_\_\_

**Email to [payrol/@princetonisd.net](mailto:payrol/@princetonisd.net)**

**Correction form for time previously approved or verified.**

Date Submitted: .....

Circle the software in which correction needs to be made

Time clock Plus                      Smartfind Express

Employee Name: \_\_\_\_\_

Employee ID: \_\_\_\_\_

Campus: \_\_\_\_\_

Date: .....

Approved date and or time: \_\_\_\_\_

Actual date and or time: .....

Substitute change: \_\_\_\_\_

Administrators are given a 4-day grace period to make corrections prior to approving and verifying time. Please provide explanation (if needed) regarding the reason for failure to correct during the given time frame.

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**Administrator Signature**

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**Date**

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**Email to:**  
[Payroll@Princetonisd.net](mailto:Payroll@Princetonisd.net)