

Week of _____ Building _____

Time Exception Log

SAMPLE

All corrections must be submitted by end of the last day of the current paycycle.

Date	Clock In Correct Time	Clock Out Correct Time	Reason For Error/Extra Time	Correction Required <input type="checkbox"/>
9/28/2019			<i>Stayed late because buses ran late. Approved by K Allen</i>	
Employee Initial	Employee Printed Name			
J.D.	Jane Doe			

Date	Clock In Correct Time	Clock Out Correct Time	Reason For Error/Extra Time	Correction Required <input checked="" type="checkbox"/>
10/1/2019	7:00 AM	2:00 PM	<i>Forgot to clock out</i>	
Employee Initial	Employee Printed Name			
J.D.	Jane Doe			

Date	Clock In Correct Time	Clock Out Correct Time	Reason For Error/Extra Time	Correction Required <input type="checkbox"/>
Employee Initial	Employee Printed Name			

Date	Clock In Correct Time	Clock Out Correct Time	Reason For Error/Extra Time	Correction Required <input type="checkbox"/>
Employee Initial	Employee Printed Name			