

ALTO INDEPENDENT SCHOOL DISTRICT
244 County Road 2429
Alto, Texas 75925

TIMECLOCK PLUS
CORRECTION FORM

Before any corrections are made in the TIMECLOCK PLUS system, all information on this form must be completed, signed by the employee and approved by their Supervisor.
Completed Correction Forms must be turned into the Payroll Department on a daily basis to keep time as accurate as possible.

NAME: _____

EMPLOYEE NO. _____ DATE: _____

REASON FOR CORRECTION

- Forgot to Punch In
- Forgot to Punch Out
- Time Clock Not Working **

FOR OFFICE USE ONLY DATE CORRECTED ____/____/____ INITIAL _____

CORRECTED TIME(S)

DATE ____ / ____ / ____

IN PUNCH _____
AM / PM

OUT PUNCH _____
AM / PM

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Employee Signature DATE ____ / ____ / ____

Supervisor Approval DATE ____ / ____ / ____

** If Time Clock is not working for any reason contact the Technology Department immediately.
