

Community Independent School District
615 FM 1138 North

Frontline – Time & Attendance Correction Form

Before any corrections are made in the Frontline system, all information on this form must be completed, signed by the employee, and approved by their Supervisor. After corrections are made in Frontline, make a copy of completed Correction Forms to be kept with the Secretary/Department Admin. Assistant for any possible future audit purposes and send original in with timesheets.

Name: _____

Employee ID#: _____ Date: _____

Reason for Correction:

- Forgot ID Badge
- Forgot to Clock In
- Forgot to Clock Out
- Time Clock Not Working
- Absence Not Entered in Absence Management

Dates to Correct		
Date	Time In/Out	Reason

Employee Signature

Date

Supervisor Signature

Date

<p align="center">FOR OFFICE USE ONLY</p> <p>Date Corrected: _____</p> <p>Initial: _____</p>
