

Authorization to Change LWISD Time Keeping Record

Lake Worth Independent School District defines the work week as 12:01am Sunday through midnight Saturday.

A form should only contain change request information for one work week as defined above and must be submitted to the Principal / Supervisor for approval by the end of the first work day following the work week being changed. The approved form should be forwarded by the Principal/Supervisor to the Payroll/Benefits office as soon as possible.

Employee Name: _____
(Please print)

Campus / Department: _____

Monthly Semi- Monthly Other

Day	Date	Time In	Time Out	Reason for Correction
Sunday				
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				

Cancel Lunch Deduction
Written Prior Approval by Principal/Supervisor ? Yes (attach copy of written approval) No

Date	Reason

Employee Signature: _____ Date: _____

Principal/Supervisor Signature: _____ Date: _____

For use by Payroll/Benefits Office Only	
Form received in Payroll/Benefits: _____	via _____
Change updated: _____	Notes: _____

Authorization to Change Revision A (Jul 22 2008)	