

PUNCH CORRECTION FORM



EMAIL TO: FIN-PAYROLL PROCESSORS
FORM MUST BE SIGNED BY SUPERVISOR

Today's Date: _____ Form Complete by: _____
 Employee Name: _____ Employee ID#: _____

PROVIDE CORRECTED AND/OR MISSED PUNCHES ONLY - INDICATE AM OR PM						Sworn EE's Only
DATE	IN	LUNCH OUT	LUNCH IN	OUT	HOURS	TRC
Sat						
Sun						
Mon						
Tues						
Wed						
Thur						
Fri						
Sat						
Sun						
Mon						
Tues						
Wed						
Thur						
Fri						

Leave Request/Supplemental Pay(s)

Reason for Request: (Circle all that apply)

DATE	LEAVE CODE	HRS/UNITS
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

- 1 Employee Terminated
- 2 New hire paperwork delayed
- 3 Punch Error
- 4 Processing Error
- 5 Other: _____

Signature: _____ Print Name _____
 Supervisor's Signature Contact Phone # _____

For FIN-PAYROLL (FINANCE) Use Only

- Approved Denied
- Loaded to Current Payroll _____
- Unable to load to Current Payroll

Comments: _____

Processed By : _____ Date Completed : _____