



## TIME CARD ADJUSTMENT FORM

Time cards must accurately record employee work time and may only be altered to correct errors or omissions. By signing below, each person represents that the requested adjustment complies with the company's time keeping policy and accurately represents the time worked by the named employee.

	PRINT EMPLOYEE NAME	ID #	DATE	CORRECT TIME <b>IN</b>	CORRECT TIME <b>OUT</b>	REASON	EMPLOYEE SIGNATURE
	<i>example : Helen Rock</i>	1234	5/1/2014	9:30 AM	12:30 PM	meet with HR for first day	Signature
1	Koichi Kodama	TA0856	2/21/25	2:36 PM	7:07 PM	Forgot to Clock Back After Lunch	Koichi Kodama
2							
3							
4							
5							
6							
7							
8							
9							
10							

Supervisor Name:

Manager Name:

Supervisor Signature/Date:

Manager Signature/Date:

Department:

HR Signature/Date:

1. Employees fill out this form. Multiple employees may share this form, do not have to turn in separately.
2. Managers adjust the timesheets on KRONOS after employees sign on this form.
3. Managers keep the physical forms and all supporting documents, and scan them to HR on each timesheet due date.