

Dayton Independent School District

Time Clock Edit Form

DATE: _____

TO: _____
(Time Clock Manager)

FROM: _____
(Employee Name and ID#)

SUBJECT: Fault hours on time clock

Correct my time for: _____
(date)

I failed to clock at:

_____ a.m. when I came in

_____ p.m. when I left for lunch

_____ p.m. when I returned from lunch

_____ p.m. when I left at the end of the day

Reason for error/remarks: _____

Employee Signature

Principal/Supervisor Signature