

TIMEKEEPER AUTHORITY TO MODIFY PEOPLESFT TIME AND LABOR TIMECARD

Employee Name: _____ Empl ID: _____

Department: _____

Reason for Modification (must be specific): _____

Date Punch Time Missed: _____

Corrected Punch-In Time: _____

Corrected Punch-Out Time: _____

Signed: _____ Date: _____
(Employee)

Comment Code to be checked by supervisor (if applicable):

CPTP or other Required Training

Forgot to Punch In and/or Out

New Hire

Not Present as Scheduled (reported to different work location)

Punch Error

Time and Labor Record Change

Suspension

System Down

Tardy

Weather Conditions

Signed: _____ Date: _____
(Supervisor)

Print: _____

Employee: Complete form and submit to Supervisor
Supervisor: Complete form and submit to Timekeeper
Timekeeper: Attach form to Time and Labor Detail report