

# WRUSD TimeClock Plus Adjustment Form

(to be used *BEFORE* payroll is processed)

Employee Name: \_\_\_\_\_ User ID#: \_\_\_\_\_ School/Dept: \_\_\_\_\_

Date to be corrected: \_\_\_\_\_

Job# to be corrected: \_\_\_\_\_

### Correct Time Information:

Reason:

Time In: AM / PM \_\_\_\_\_

Out for Lunch: AM / PM \_\_\_\_\_

Return from Lunch: AM / PM \_\_\_\_\_

Time Out: AM / PM \_\_\_\_\_

No Lunch Taken

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

( To be vaild, this form **MUST** be signed and dated by **BOTH** the employee and supervisor)

Retain completed form for your records - **DO NOT** forward to "Payroll Department."

Date entered into timeclock plus: \_\_\_\_\_

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