



MARION INDEPENDENT SCHOOL DISTRICT

TIMECLOCK PLUS CORRECTION FORM

Before any corrections can be made in the TIMECLOCK PLUS system, all information on this form must be completed, signed by the employee and approved by supervisor. Completed correction forms can be faxed or scanned to Kathy Hancock at Central Office for Edit..

IF for any reason, TIMECLOCK is not working, please contact Lauren Campos immediately.

NAME: _____

Employee ID# _____

DATE: _____

Reason for Correction:

- Forgot to Punch In
- Forgot to Punch Out
- Time Clock Not Working
- Other:, Please Explain _____

Correction NEEDED:

On this date: _____

IN PUNCH _____ AM PM

OUT PUNCH _____ AM PM

Employee Signature: _____

Supervisor Signature: _____

Date Received/Corrected