WRUSD TimeClock Plus Adjustment Form

(to be used **BEFORE** payroll is processed)

Employee Name:	User ID#:	School/Dept:	
Date to be corrected:	Job# to b	Job# to be corrected: Correct Time Information:	
	Correct Time Info		
	Time In:	AM / PM	
Reason:	Out for Lunch:	AM / PM	
	Return from Lunch:	AM / PM	
	Time Out:	AM / PM	
		No Lunch Taken	
Employee's Signature	Date Supervior's	Signature Date	
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Date entered into timeclock plus: