

**Section 15.07 Appendix G – Employee Timecard Adjustment Form**



**CITY OF PATASKALA, OHIO  
EMPLOYEE TIMECARD ADJUSTMENT FORM**

Employee Name: \_\_\_\_\_

Date	Required Adjustment	Time In		Time Out		Reason for Request	
		Original Punch	Adjusted Punch	AM/PM	AM/PM		Original Punch
	<input type="checkbox"/> Missing IN Punch <input type="checkbox"/> Unauthorized Early IN Punch <input type="checkbox"/> Missing OUT Punch <input type="checkbox"/> Unauthorized Late OUT Punch <input type="checkbox"/> Duplicate Punch <input type="checkbox"/> Other: _____	<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> Forgot to punch IN/OUT <input type="checkbox"/> Lost/misplaced badge <input type="checkbox"/> Double-punched in error <input type="checkbox"/> Other: _____	
	<input type="checkbox"/> Missing IN Punch <input type="checkbox"/> Unauthorized Early IN Punch <input type="checkbox"/> Missing OUT Punch <input type="checkbox"/> Unauthorized Late OUT Punch <input type="checkbox"/> Duplicate Punch <input type="checkbox"/> Other: _____	<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> Forgot to punch IN/OUT <input type="checkbox"/> Lost/misplaced badge <input type="checkbox"/> Double-punched in error <input type="checkbox"/> Other: _____	
	<input type="checkbox"/> Missing IN Punch <input type="checkbox"/> Unauthorized Early IN Punch <input type="checkbox"/> Missing OUT Punch <input type="checkbox"/> Unauthorized Late OUT Punch <input type="checkbox"/> Duplicate Punch <input type="checkbox"/> Other: _____	<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> Forgot to punch IN/OUT <input type="checkbox"/> Lost/misplaced badge <input type="checkbox"/> Double-punched in error <input type="checkbox"/> Other: _____	
	<input type="checkbox"/> Missing IN Punch <input type="checkbox"/> Unauthorized Early IN Punch <input type="checkbox"/> Missing OUT Punch <input type="checkbox"/> Unauthorized Late OUT Punch <input type="checkbox"/> Duplicate Punch <input type="checkbox"/> Other: _____	<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> Forgot to punch IN/OUT <input type="checkbox"/> Lost/misplaced badge <input type="checkbox"/> Double-punched in error <input type="checkbox"/> Other: _____	

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_