

TIMEKEEPER AUTHORITY TO MODIFY PEOPLESOFT 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: (Employee)	Date:	
Comment Code to be checked by supervisor (if appl	icable):	
CPTP or other Required Training		
Forgot to Punch In and/or Out		
New Hire		
Not Present as Scheduled (reported to different wo	rk location)	
Punch Error		
Time and Labor Record Change		
Suspension		
System Down		
Tardy		
Weather Conditions		
Signed:(Supervisor)	Date:	
Print:		
Employee: Complete form and submit to Supervisor Supervisor: Complete form and submit to Timekeeper		

Timekeeper: Attach form to Time and Labor Detail report