

KRONOS TIME-KEEPER ADJUSTMENT FORM

Name _____ Badge # _____

Time Correction

Leave Taken

Date to be corrected	Leave Code	Date(s)	Hours
Correct time in: _____ am pm	Professional	_____	_____
Out to Lunch: _____ am pm	Paid	_____	_____
Back from Lunch: _____ am pm	Personal	_____	_____
Correct time out: _____ am pm	Sick	_____	_____
	Vacation	_____	_____
		_____	_____
		_____	_____

Comments/Exceptions _____

Employee Signature

Date

Supervisor Signature

Date

Editor's Initials

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