

# KRONOS Time Adjustment Form

Employee Name: \_\_\_\_\_ Work Week: FROM: \_\_\_\_\_ TO: \_\_\_\_\_

Employee #: \_\_\_\_\_ Month/Day/Year Month/Day/Year

Date of Transaction	Type of Correction Done Add/ Delete/Change	Clock Code Added/ Deleted or Changed	Reason for Manual PC Entry
Month/Day	<input type="checkbox"/> Add <input type="checkbox"/> Delete <input type="checkbox"/> Change <input type="checkbox"/> Absent  <b>Type of Absence:</b> <input type="checkbox"/> Illness <input type="checkbox"/> Personal Bus <input type="checkbox"/> Staff Dev. <input type="checkbox"/> Ext. Leave	<input type="checkbox"/> In <input type="checkbox"/> Out <input type="checkbox"/> Leave Premises <input type="checkbox"/> Return to Premises <input type="checkbox"/> Comp Hours Used _____  <input type="checkbox"/> Vacation <input type="checkbox"/> Sick Leave Bank <input type="checkbox"/> FML	<input type="checkbox"/> Forgot to Clock in/out at _____ : _____ AM/PM
			<input type="checkbox"/> Forgot to Clock in/out at _____ : _____ AM/PM
			<input type="checkbox"/> Forgot to Leave/Return to Premises at _____ : _____ AM/PM
			<input type="checkbox"/> Entered Incorrectly _____ : _____ AM/PM
			<input type="checkbox"/> Other _____ : _____ AM/PM
			Reason for Absence _____ _____ <input type="checkbox"/> 1/2 Day <input type="checkbox"/> Full Day
			Manager's Signature
MM / DD/ YY	<input type="checkbox"/> Add <input type="checkbox"/> Delete <input type="checkbox"/> Change <input type="checkbox"/> Absent  <b>Type of Absence:</b> <input type="checkbox"/> Illness <input type="checkbox"/> Personal Bus <input type="checkbox"/> Staff Dev. <input type="checkbox"/> Ext. Leave	<input type="checkbox"/> In <input type="checkbox"/> Out <input type="checkbox"/> Leave Premises <input type="checkbox"/> Return to Premises <input type="checkbox"/> Comp Hours Used _____  <input type="checkbox"/> Vacation <input type="checkbox"/> Sick Leave Bank <input type="checkbox"/> FML	<input type="checkbox"/> Forgot to Clock in/out at _____ : _____ AM/PM
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			<input type="checkbox"/> Entered Incorrectly _____ : _____ AM/PM
			<input type="checkbox"/> Other _____ : _____ AM/PM
			Reason for Absence _____ _____ <input type="checkbox"/> 1/2 Day <input type="checkbox"/> Full Day
			Manager's Signature
MM / DD/ YY	<input type="checkbox"/> Add <input type="checkbox"/> Delete <input type="checkbox"/> Change <input type="checkbox"/> Absent  <b>Type of Absence:</b> <input type="checkbox"/> Illness <input type="checkbox"/> Personal Bus <input type="checkbox"/> Staff Dev. <input type="checkbox"/> Ext. Leave	<input type="checkbox"/> In <input type="checkbox"/> Out <input type="checkbox"/> Leave Premises <input type="checkbox"/> Return to Premises <input type="checkbox"/> Comp Hours Used _____  <input type="checkbox"/> Vacation <input type="checkbox"/> Sick Leave Bank <input type="checkbox"/> FML	<input type="checkbox"/> Forgot to Clock in/out at _____ : _____ AM/PM
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			<input type="checkbox"/> Entered Incorrectly _____ : _____ AM/PM
			<input type="checkbox"/> Other _____ : _____ AM/PM
			Reason for Absence _____ _____ <input type="checkbox"/> 1/2 Day <input type="checkbox"/> Full Day
			Manager's Signature
MM / DD/ YY	<input type="checkbox"/> Add <input type="checkbox"/> Delete <input type="checkbox"/> Change <input type="checkbox"/> Absent  <b>Type of Absence:</b> <input type="checkbox"/> Illness <input type="checkbox"/> Personal Bus <input type="checkbox"/> Staff Dev. <input type="checkbox"/> Ext. Leave	<input type="checkbox"/> In <input type="checkbox"/> Out <input type="checkbox"/> Leave Premises <input type="checkbox"/> Return to Premises <input type="checkbox"/> Comp Hours Used _____  <input type="checkbox"/> Vacation <input type="checkbox"/> Sick Leave Bank <input type="checkbox"/> FML	<input type="checkbox"/> Forgot to Clock in/out at _____ : _____ AM/PM
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			Reason for Absence _____ _____ <input type="checkbox"/> 1/2 Day <input type="checkbox"/> Full Day
			Manager's Signature
MM / DD/ YY	<input type="checkbox"/> Add <input type="checkbox"/> Delete <input type="checkbox"/> Change <input type="checkbox"/> Absent  <b>Type of Absence:</b> <input type="checkbox"/> Illness <input type="checkbox"/> Personal Bus <input type="checkbox"/> Staff Dev. <input type="checkbox"/> Ext. Leave	<input type="checkbox"/> In <input type="checkbox"/> Out <input type="checkbox"/> Leave Premises <input type="checkbox"/> Return to Premises <input type="checkbox"/> Comp Hours Used _____  <input type="checkbox"/> Vacation <input type="checkbox"/> Sick Leave Bank <input type="checkbox"/> FML	<input type="checkbox"/> Forgot to Clock in/out at _____ : _____ AM/PM
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			<input type="checkbox"/> Entered Incorrectly _____ : _____ AM/PM
			<input type="checkbox"/> Other _____ : _____ AM/PM
			Reason for Absence _____ _____ <input type="checkbox"/> 1/2 Day <input type="checkbox"/> Full Day
			Manager's Signature

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

Use this form to make adjustments when clocking in or out when a punch was missed or done incorrectly. Employee completes and signs the form and submits it to the supervisor. Supervisor signs and provides a copy for the employee. Supervisor or timekeeper makes the adjustments in KRONOS for correction to the employee's time record.

This form must be kept in the employee's departmental record for a period of four full fiscal years.