

TATE COUNTY SCHOOL DISTRICT

Missed Punch Correction Worksheet

ATTN: MELISSA WALLACE

Please use this worksheet to make any missed punch corrections. Employee and supervisor must both sign the form before changes can be made. Please fax this form as soon as possible to Melissa Wallace at 622-7406.

Date	Time In	Time Out	Time In	Time Out

Employee Name (Printed): _____

Employee Signature: _____

Supervisor Signature: _____

Date Submitted: _____