

KRONOS TIMEKEEPER ADJUSTMENT FORM

Employee Name (Printed)

____ - ____ - ____ - ____
CPS ID No.

Please adjust my time on the timeclock as indicated below:

Clock in at __ : __ a.m./p.m. on _____
(Circle one) (Date)

Clock out at __ : __ a.m./p.m. on _____
(Circle one) (Date)

Cancel auto deduct for lunch.

Reason: _____

Employee Signature

Date

Supervisor Signature

Date

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