

Waco Independent School District  
Time Clock Authorization Change Form

Employee: \_\_\_\_\_ Employee # \_\_\_\_\_

Campus/Department: \_\_\_\_\_

Work Time Correction

Date	Clock-In	Clock-Out	Reason for missed punch / Edit in TEAMS

I authorize the above changes to my time and attendance records.

Employee's signature \_\_\_\_\_

Date \_\_\_\_\_

Supervisor's signature \_\_\_\_\_

Date \_\_\_\_\_

Campus Principal/Supervisor signature required PRIOR to time change entered

**Example how to complete form:**

Employee clocked in to work at 6:00am, clocked out for lunch 10:30am and clocked out at end of shift 2:30 pm. Note: employee did not clock back in from lunch (11:00am). Form should only include the missed punch and reason.

Date	Clock-In	Clock-Out	Reason for missed punch/edit in TEAMS
5/14/18	11:00 am		Forgot to clock in from lunch