

## Kronos Time Card correction Form

Employee's Name: \_\_\_\_\_

Missing Punch Date/Time Punch wasn't recorded \_\_\_\_\_

Punch recorded in the incorrect Department Date/Time \_\_\_\_\_

Correct Department \_\_\_\_\_

Reason \_\_\_\_\_

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

Supervisor Approval \_\_\_\_\_ Date \_\_\_\_\_

Human Resources \_\_\_\_\_ Date \_\_\_\_\_