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## KRONOS TIME CARD CORRECTION FORM

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

Position ID: \_\_\_\_\_

Missing Position: \_\_\_\_\_

Reason:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date	Incorrect Punch	Corrected Punch	Total Hours

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

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