

I, _____, authorize the following change to my time card for missed or incorrect punches.

Date _____	Time In _____	Time Out _____	Reason _____
Date _____	Time In _____	Time Out _____	Reason _____
Date _____	Time In _____	Time Out _____	Reason _____
Date _____	Time In _____	Time Out _____	Reason _____
Date _____	Time In _____	Time Out _____	Reason _____
Date _____	Time In _____	Time Out _____	Reason _____
Date _____	Time In _____	Time Out _____	Reason _____
Date _____	Time In _____	Time Out _____	Reason _____
Date _____	Time In _____	Time Out _____	Reason _____

Signature

Date