Employee Name (Print Name)			ROCKINGHAM COUNTY SCHOOLS		
Date (MM/DD/YYYY)	Job Assignment		ent		
	Incorrect Time		Correct Time		
Date			301160		
Time to be entered for Clocking In	Hour	Minute	Hour	Minute	(am/pm)
Time to be entered for Clocking Out	Hour	Minute	Hour	Minute	(am/pm)
Date					
Time to be entered for Clocking In	Hour	Minute	Hour	Minute	(am/pm)
Time to be entered for Clocking Out	Hour	Minute	Hour	Minute	(am/pm)
Date					
Time to be entered for Clocking In	Hour	Minute	Hour	Minute	
Time to be entered for Clocking Out	Hour	Minute	Hour	Minute	(am/pm)
Reason(s) for not clocking in/out					
Employee Signature		Date		_	
Supervisor Signature		Date			
			For Office Use	Only	
			Date Keyed	Initials	
				A	
Request for Time Adjustment	<u>Form</u>		Ro	CKINGHAM	
Employee Name (Print Name)				NTY SCHOOLS	
Date (MM/DD/YYYY)		Job Assignme	ent		
	Inc	correct Time	Correct	Time	
Date					
Time to be entered for Clocking In	Hour	Minute	Hour	Minute	
Time to be entered for Clocking Out	Hour	Minute	Hour	Minute	(am/pm)
Date					
Time to be entered for Clocking In	Hour	Minute	Hour	Minute	
Time to be entered for Clocking Out	I Haur				(am/pm)
	Hour	Minute	Hour	Minute	
Date				_	(am/pm)
Time to be entered for Clocking In	Hour_	Minute	Hour	Minute	(am/pm)
				_	(am/pm)
Time to be entered for Clocking In	Hour_	Minute	Hour	Minute	(am/pm)
Time to be entered for Clocking In Time to be entered for Clocking Out	Hour_	Minute	Hour	Minute	(am/pm)
Time to be entered for Clocking In Time to be entered for Clocking Out Reason(s) for not clocking in/out	Hour_	Minute Minute	Hour	Minute	(am/pm)
Time to be entered for Clocking In Time to be entered for Clocking Out Reason(s) for not clocking in/out Employee Signature	Hour_	Minute Minute Date	Hour	Minute Minute	(am/pm)