

**TIMEKEEPER AUTHORITY TO MODIFY PEOPLESFT TIME AND LABOR TIMECARD**

Employee Name: \_\_\_\_\_ Empl ID: \_\_\_\_\_

Department: \_\_\_\_\_

Reason for Modification (must be specific): \_\_\_\_\_  
\_\_\_\_\_

Date Punch Time Missed: \_\_\_\_\_

Corrected Punch-In Time: \_\_\_\_\_

Corrected Punch-Out Time: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Employee)

Comment Code to be checked by supervisor (if applicable):

CPTP or other Required Training

Forgot to Punch In and/or Out

New Hire

Not Present as Scheduled (reported to different work location)

Punch Error

Time and Labor Record Change

Suspension

System Down

Tardy

Weather Conditions

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Supervisor)

Print: \_\_\_\_\_