

**USD 311 Pretty Prairie
Employee Time Card - Request for Correction**

To have a correction made to your time card, employees must complete this form and submit to their supervisor for approval.

Upon approval, supervisor will forward completed form to payroll clerk who will make the changes in Attendance on Demand.

Employee Name: _____

Employee Signature: _____

Date Form Submitted: _____

Reason for correction:

Missing clock in/out time

Incorrect clock in/out time

Incorrect job designation (for transfer employees)

employee working off-campus and unable to access AOD

Date(s) of correction: _____

Time(s) to be entered: _____

Existing time(s) on time card: _____

Reason for request: _____

Supervisor name: _____

Supervisor signature: _____

Date: _____