

Benton Public Schools

TimeClock Edit Request for Monthly Paid Employees

Name: _____	Job: _____	Location: _____
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TimeClock Clock-in / Clock-out Adjustment

Enter date and corresponding in / out needing to be edited. **Round to the nearest 5 minute.**

	Clock-In	Clock-Out
Date: _____		

TimeClock Leave Request

Leave is requested on the Dashboard under Requests.

If leave is still in pending status on Dashboard, employee can delete or edit leave.

Enter date, hours / minutes, and type of leave to be added not requested through Dashboard / Requests.

Leave is taken in 15 minute increments.

	Hours	Minutes	Type: Sick, Personal, Vacation
Date: _____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Employee's Signature _____
Sign and pass on to Supervisor.

Date: _____

Supervisor's Signature _____
Sign once TimeClock has been updated.
Send to Accounting Department after completion.

Date: _____