

**UNITED ISD
Time Attendance
Edit Log**

Week of: _____
(Monday)

To:		(Dept or Campus)
From:		(Timecard Supervisor).
ID #		(Employee Name).

I hereby request my timecard be edited (check one):

_____ due to failing to properly record my time into the system.

_____ due to other reasons: (Explain) _____

_____ worked thru lunch _____ check one * initials

	Date	Time In	Lunch Out	Lunch In	End Day	CANCELED			Emp	TCS
						MEAL Deduct	Delete punch	missing punch		
Mon										
Tue										
Wed										
Thur										
Fri										
Sat										
Sun										

Submit to timecard supervisor by end of day on Fridays. Repetitive failure to comply may result in disciplinary action

Employee

Administrator / Approval Manager

date

Timecard Supervisor (edit completed)