



Department of Human Capital
Opening gateways to Human Potential

Payroll Services ■ 125 South Clark ■ Chicago, Illinois 60603 ■ Telephone 773/553-4729 ■ Fax 773/553-2662

MANUAL TIME ENTRY EDIT FORM

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Employee ID _____

Email _____

First Name _____

Last Name _____

SECTION REQUIRED:

Position Number	Pay Period	Date To Edit	Actual Time (In/Out)
Reason: <input type="checkbox"/> Forgot To Punch In <input type="checkbox"/> Forgot To Punch Out <input type="checkbox"/> KRONOS Clock Down			
Reason: Field Work (specify)			
Reason: Court Case (specify)			
Reason: Other (specify)			

I certify that the above information is correct.

Employee Signature _____

Date _____

Supervisor/Manager Signature _____

Date _____

NOTE: This form is due on Friday, at the end of each pay period. Failure to complete this form may result in loss of pay for the day in question. Submit a form for each day you have missed a swipe. A *Punch Edit Approval Form* is only required when work hours are to be added manually to employee's timecard by Payroll Clerk/Processor. It is your responsibility to submit the form in a timely manner to ensure accuracy of payroll records.

Payroll Use Only:
 Punch Edited by _____ Date Edited _____