

Approved Time Clock Correction / Schedule Variance Form

ALL payroll functions etc... **MUST** be performed at KRONOS link on PC by Time Stamp.

This form is for those exceptions that **CANNOT** be entered. Please record the noted exceptions **ONLY**.

A detailed explanation and Managers Signature of approval is required on each line entry.

All listed Glitches must be approved and submitted to Time Keeper Glitch Book by 0800 Mondays.

Lawson ID: _____

Name: _____

Position: _____

Budgeted Hrs: _____

DATE	CANCELLED PARTIAL SHIFT Low Census (No PTO Requested)	CLOCK OUT EARLY 1 hour or more i.e. Slow business, sick, emergency, saved hours, etc.	EARLY CLOCK IN LATE CLOCK OUT (Specific Reason Required)	PRECEPTOR (who)	NO REST PERIOD (Specific Reason Required)	OTHER OFF-SITE ACTIVITIES: i.e. Bereavement, Jury Duty, Seminars	COMMENTS REQUIRED (Specific Reason / Rationale)	SIGNATURE (Manager Approving Correction)

Employee Signature _____

NOTE: This form may not be used for: ~Missed Punch ~On-Site Education ~Floating ~Unapproved OT ~Unapproved Missed Lunch punch. For those corrections employee must initiate SAR (Supervisory Action Report), take to Manager for counseling, and request correction entered in KRONOS before 8am Monday morning.