Indianapolis, IN 46202

TIMELINE CORRECTION/ADDITION FORM

Use the following initials in "Type of Change" column:

OUT \overline{z} Did not clock out Did not clock in

Bereavement Leave

Company business

J Jury Duty

MA PTO (Meal Allowance)-- Did not take 30 min break (with approval)

Scheduled Paid Time Off (Vacation Request and Holidays)

UPT Unscheduled Paid Time Off (Sick / Called OFF)

FMLA approved absence (Family Medical Leave of Absence)

		The state of the s	The second secon	ALIANA		Today's Date
	The state of the s					Date of Correction
						Name
						Type of Change
						How Many Hours?
						Exact Clock-IN Time
						Exact Clock-OUT Time
						Exact Changes entered Clock-OUT By Time Date:

Time Off--Unpaid), or as TNP (Time Not Paid). TNP is Scheduled Time OFF with prior Supervisor Approval. *Note: When staff member does not have enough PTO Accrued to cover time off—it will be entered appropriately as UTO (Unscheduled

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Indianapolis, IN 46202

TIMELINE CORRECTION/ADDITION FORM

Use the following initials in "Type of Change" column:

IN Did not clock in

OUT Did not clock outBL Bereavement Leave

CB Company business

JD Jury Duty

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PTO Scheduled Paid Time Off (Vacation Requests and Holidays)

UPT Unscheduled Paid Time Off (Sick / Called OFF)FMLA approved absence (Family Medical Leave of Absence)

	01.	01.	01.	01.	01.	01.	01.	12.	
	01.03.2019	01.03.2019	01.03.2019	01.03.2019	01.02.2019	01.02.2019	01.01.2019	12.27.2018	Today's Date
	01.01.2019	01.03.2019	01.03.2019	01/02/2019	12/31/2018	12/30/2018	12/31/2019	12/25/2018	Date of Correction
	Jayanna Slayten	Tracie Ingle	Tracie Ingle	Evangeline Miguel	Jayanna Slayten	Jayanna Slayten	Evangeline Miguel	Tracie Ingle	Name
	MA	IN	our	UPT	OUT	NI	M	PTO	Type of Change
				8			10.20	8	How Many Hours?
			1230			2300	1513		Exact Clock-IN Time
		1300			0700				Exact Clock-OUT Time
									Changes entered By Date:

Time Off--Unpaid), or as TNP (Time Not Paid). TNP is Scheduled Time OFF with prior Supervisor Approval. *Note: When staff member does not have enough PTO Accrued to cover time off—it will be entered appropriately as UTO (Unscheduled

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