



TIMELINE CORRECTION/ADDITION FORM

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

- IN Did not clock in
- OUT Did not clock out
- BL Bereavement Leave
- CB Company business
- JD Jury Duty
- MA (Meal Allowance)-- Did not take 30 min break (with approval)
- PTO Scheduled Paid Time Off (Vacation Request and Holidays)
- UPT Unscheduled Paid Time Off (Sick / Called OFF)
- FMLA FMLA approved absence (Family Medical Leave of Absence)

Today's Date	Date of Correction	Name	Type of Change	How Many Hours?	Exact Clock-IN Time	Exact Clock-OUT Time	Changes entered By _____ Date:

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



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

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