



## TIME CLOCK ADJUSTMENT REQUEST

**EMPLOYEE NAME:** \_\_\_\_\_  
*Nombre*

**DATE OF ERROR:** \_\_\_\_\_  
*La Fecha del Error*

\*\*Adjustment requests must be submitted to supervisor on the date the error was made.

**ADJUSTMENT NEEDED:**

<i>In en</i>	<i>Out Lunch</i>	<i>In Lunch</i>	<i>Out por</i>

**REASON FOR ADJUSTMENT:** \_\_\_\_\_

*Razon:* \_\_\_\_\_

\_\_\_\_\_  
Employee Signature  
*Firma*

\_\_\_\_\_  
Date  
*Fecha*

\_\_\_\_\_  
Team Leader Signature  
*Firma de Supervisor*

\_\_\_\_\_  
Date  
*Fecha*

\_\_\_\_\_  
CMG On-site Representative Signature

\_\_\_\_\_  
Date Received