R	equest f	for Time	Adjusti	ment		•
Name					Ro	CKINGHAM INTY SCHOOLS
Position				_		
Date of Error*						
*(One Form Per Day)						
	Morning		Afternoon		Night	
	Start	Stop	Start	Stop	Start	Stop
Incorrect						
Actual						
Reason						
Employee Signature				_	Date	
Supervisor Signature				_	Date	
				Bookk	eeper/Payroll Us	se Only
				Date Keyed		
				Payroll Initials_		
R	equest f	for Time	Adjustr	nent		4
Name						KINGHAM Y SCHOOLS
Position				_		T SCHOOLS
Date of Error*						
*(One Form Per Day)						
	Morr	ning	After	noon	Nig	ght
	Start	Stop	Start	Stop	Start	Stop
Incorrect						
Actual						
Reason						
Employee Signature				_	Date	
Supervisor Signature				_	Date	
				Bookk	eeper/Payroll Us	se Only
				Date Keyed		

Payroll Initials\_

,	