DURHAM PUBLIC SCHOOLS COMMUNITY EDUCATION 'TACS' TIME ADJUSTMENT FORM

Employee Name: Week of:		
Date:	Incorrect Time	Correct Time
Time to be entered for Clocking In	<u> </u>	
Time to be entered for Clocking III	Hour Minute Minute	Hour Minute Minute Hour Minute
Time to be circled for clocking out	110diivilide	Tiourinitious
Please make your selection from the		
Drop Down list:		
Date:	Incorrect Time	Correct Time
Time to be entered for Clocking In	Hour Minute	Hour Minute
Time to be entered for Clocking Out	Hour Minute	Hour Minute
Please make your selection from the Drop Down list:		
Date:	Incorrect Time	Correct Time
Time to be entered for Clocking In	Hour Minute	
Time to be entered for Clocking Out	Hour Minute Hour Minute	Hour Minute Minute Minute
Please make your selection from the Drop Down list:		
Date:	Incorrect Time	Correct Time
Time to be entered for Clocking In	Hour Minute	Hour Minute
Time to be entered for Clocking Out	Hour Minute Hour Minute	Hour Minute Minute Minute
Please make your selection from the Drop Down list:		
Date:	Incorrect Time	Correct Time
Time to be entered for Clocking In	Hour Minute	HourMinute
Time to be entered for Clocking Out	Hour Minute	Hour Minute
Please make your selection from the Drop Down list:		
Please select your Site from the Drop Down List:		
Employee Signature Supervisor Signature	Date:	
DURHAM PUBLIC SCHOOLS		Only: Initials: