



Time Card Adjustment Form

Employee Name:

Employee UNID:

Transaction:

Worked Date:

Reason for Adjustment:

DELETE:

<u>Line</u>	<u>Time Type</u>	<u>Work Order</u>	<u>Phase</u>	<u>Hours</u>	<u>Time Punches</u>
					to
					to
					to
					to

ADD:

<u>Labor Class</u>	<u>Time Type</u>	<u>Work Order</u>	<u>Phase</u>	<u>Hours</u>	<u>Time Punches</u>
					to
					to
					to
					to

Supervisors Approval: _____