

**PASCAGOULA SCHOOL DISTRICT
TIME EDIT FORM
(Please Print)**

School / Location: _____

Employee: _____

Date Edit Needed: _____

TIME SHOWN: _____ CORRECTED TIME: _____

Reason for Time Edit:

PLEASE CHECK ONLY ONE OF THE FOLLOWING:

- First Occurrence
- Second Occurrence; verbal warning
- Third Occurrence; written notice of docked pay
- Fourth Occurrence; written notice of day off without pay
- Fifth Occurrence; review by personnel office required

OR Situations NOT COUNTED against the employee:

- Emergency Situation; reason given above
- Other: _____

EMPLOYEE Signature

SUPERVISOR Signature

Time edits are kept on record for a 45 day period (calendar days). The occurrence number is based upon the number of time edits done within a 45 day period.

Keep a copy at your school/location, and attach original to the weekly Service Report and send to the business office.

Situations not counted against employee are attached to Service Report to justify edit, however, are not kept on occurrence record.