

# KRONOS Time Adjustment Form

**Employee Name:** \_\_\_\_\_

**Pay Period Begin Date** \_\_\_\_\_

**Employee #:** \_\_\_\_\_

Date of Missed Transaction	Type of Correction Done Add/Delete/Change	Clock Code Added/Deleted or Changed	Reason for Manual PC Entry
_____ MM / DD / YY	<input type="checkbox"/> Add <input type="checkbox"/> Delete <input type="checkbox"/> Change <input type="checkbox"/> Cancel Meal Deduction	<input type="checkbox"/> In <input type="checkbox"/> Out <input type="checkbox"/> Meal Out <input type="checkbox"/> Meal In <input type="checkbox"/> Leave Premises <input type="checkbox"/> Return to Premises <input type="checkbox"/> Floats <input type="checkbox"/> Exempt _____ Hours	<input type="checkbox"/> Forgot to Clock In/Out at _____ <input type="checkbox"/> Forgot to Add Meal In/Out at _____ <input type="checkbox"/> Forgot to Leave/Return to Premises at _____ <input type="checkbox"/> Entered Incorrectly <input type="checkbox"/> Float to department _____ Time _____ Department _____ <input type="checkbox"/> Other _____
_____ MM / DD / YY	<input type="checkbox"/> Add <input type="checkbox"/> Delete <input type="checkbox"/> Change <input type="checkbox"/> Cancel Meal Deduction	<input type="checkbox"/> In <input type="checkbox"/> Out <input type="checkbox"/> Meal Out <input type="checkbox"/> Meal In <input type="checkbox"/> Leave Premises <input type="checkbox"/> Return to Premises <input type="checkbox"/> Floats <input type="checkbox"/> Exempt _____ Hours	<input type="checkbox"/> Forgot to Clock In/Out at _____ <input type="checkbox"/> Forgot to Add Meal In/Out at _____ <input type="checkbox"/> Forgot to Leave/Return to Premises at _____ <input type="checkbox"/> Entered Incorrectly <input type="checkbox"/> Float to department _____ Time _____ Department _____ <input type="checkbox"/> Other _____
_____ MM / DD / YY	<input type="checkbox"/> Add <input type="checkbox"/> Delete <input type="checkbox"/> Change <input type="checkbox"/> Cancel Meal Deduction	<input type="checkbox"/> In <input type="checkbox"/> Out <input type="checkbox"/> Meal Out <input type="checkbox"/> Meal In <input type="checkbox"/> Leave Premises <input type="checkbox"/> Return to Premises <input type="checkbox"/> Floats <input type="checkbox"/> Exempt _____ Hours	<input type="checkbox"/> Forgot to Clock In/Out at _____ <input type="checkbox"/> Forgot to Add Meal In/Out at _____ <input type="checkbox"/> Forgot to Leave/Return to Premises at _____ <input type="checkbox"/> Entered Incorrectly <input type="checkbox"/> Float to department _____ Time _____ Department _____ <input type="checkbox"/> Other _____
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_____ MM / DD / YY	<input type="checkbox"/> Add <input type="checkbox"/> Delete <input type="checkbox"/> Change <input type="checkbox"/> Cancel Meal Deduction	<input type="checkbox"/> In <input type="checkbox"/> Out <input type="checkbox"/> Meal Out <input type="checkbox"/> Meal In <input type="checkbox"/> Leave Premises <input type="checkbox"/> Return to Premises <input type="checkbox"/> Floats <input type="checkbox"/> Exempt _____ Hours	<input type="checkbox"/> Forgot to Clock In/Out at _____ <input type="checkbox"/> Forgot to Add Meal In/Out at _____ <input type="checkbox"/> Forgot to Leave/Return to Premises at _____ <input type="checkbox"/> Entered Incorrectly <input type="checkbox"/> Float to department _____ Time _____ Department _____ <input type="checkbox"/> Other _____

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

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

\_\_\_\_\_  
**Supervisor Signature**

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

Use this form to make adjustments when clocking in or out was missed or done incorrectly. Employee completes and signs the form and submits it to supervisor. Supervisor signs and provides a copy for the employee. Supervisor or timekeeper makes the adjustments in KRONOS for correction to the employee's time record.

This form must be kept in the employee's departmental record for a period of four full fiscal years.

For further information, refer to the UTMB Institutional Handbook of Operating Procedures - IHOP Policy 3.7.1 and Dismissal and Discipline 3.10.1