

Time Exception Log

Week of _____

All corrections must be submitted by end of the last day of the current paycycle.

Date	Clock In Correct Time	Clock Out Correct Time	Reason For Error
Employee Initial	Employee Printed Name		

Date	Clock In Correct Time	Clock Out Correct Time	Reason For Error
Employee Initial	Employee Printed Name		

Date	Clock In Correct Time	Clock Out Correct Time	Reason For Error
Employee Initial	Employee Printed Name		

Date	Clock In Correct Time	Clock Out Correct Time	Reason For Error
Employee Initial	Employee Printed Name		