



# HUDSON CITY SCHOOL DISTRICT

## TIME CLOCK FORM

Please complete this form if you forget to clock in, clock out, forget to clock in/out, or work more/less than your approved hours. You can always view your hours on Wincap Web and you should be checking it periodically to make sure your time is correct. Once you complete this form, please bring it to your building administrator for approval. They will need to sign off on it before it can be corrected in the time clock program by your building secretary.

Name: \_\_\_\_\_

Date of Punch: \_\_\_\_\_

Please provide information in the box below such as: forgot card, why you worked more/less hours, etc.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Building Administrator Signature: \_\_\_\_\_

Approve \_\_\_\_\_

Disapprove \_\_\_\_\_

