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: _____ Time Worked:_____

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

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Employee Signature: _____Date: _____

Building Administrator Signature: _____

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ADMIN RESPONSE:



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Hudson City School District
215 Harry Howard Avenue
Hudson, NY 12534

HUDSON
Together, we can!

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