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Y PERIO	D:					
			,	CHECK REASON	ı	
DATE	TIME	PUNCH TYPE	FORGOT PUNCH	CORRECTION OF PUNCH	OTHER	EXPLANATION
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OTE: The S	TO: Payroll	nust enter the correction into t	the timekeer Y TO: Empl	oyee		DATE Timekeeping.
OTE: The S	Supervisor n TO: Payroll	nust enter the correction into t	the timekeep Y TO: Empl	oing system. loyee r a description of the	policy regarding	t Timekeeping.
OTE: The S RIGINAL 503 (2/2021	Supervisor n TO: Payroll) Refer to Cha	nust enter the correction into t COPY apter III of the LAY PERSONNEL H	the timekeep Y TO: Empl HANDBOOK for	oing system. loyee r a description of the	policy regarding H REQUE	r Timekeeping.
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NOTE: The Supervisor must enter the correction into the timekeeping system.

COPY TO: Employee

Refer to Chapter III of the LAY PERSONNEL HANDBOOK for a description of the policy regarding Timekeeping.

ORIGINAL TO: Payroll

PT 503 (2/2021)