



BIOMETRICS '98-HF 9E I 9GHFORM

EMPLOYEE NAME

JOB TITLE

EMPLOYEE ID

COMPANY

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CURRENT CLOCK IN/OUT DATA

REQUESTED CHANGE TO CLOCK IN/OUT DATA

REQUESTED DATE TO EDIT	CURRENT CLOCK IN/OUT TIME	NEW CLOCK IN/OUT TIME	REASON

APPROVAL

DATE OF REQUEST

SUPERVISOR SIGNATURE

DATE OF APPROVAL

EMPLOYEE SIGNATURE

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INSTRUCTIONS

It is the responsibility of the employee to submit the edit request before the payroll data is finalised for that fortnight

The form will be returned to immediate supervisor.