



Time Sheet Correction Request

City Of Sevierville, P.O. Box 5500, Sevierville, TN 37864

Employee Name: _____ **Emp. #:** _____

Date to be corrected: _____

Reason for Correction:

- Missed Punch In Lost Time Card Call Out
- Missed Punch Out Forgot Time Card Out of the Office for Training
- Other (Please specify) _____

Explain Reason for Correction: _____

Date to be corrected: _____

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- Missed Punch In Lost Time Card Call Out
- Missed Punch Out Forgot Time Card Out of the Office for Training
- Other (Please specify) _____

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Reason for Correction:

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- Missed Punch Out Forgot Time Card Out of the Office for Training
- Other (Please specify) _____

Explain Reason for Correction: _____

Employee Signature: _____

Supervisor Signature

Date

- Approved
- Denied *Supervisor Remarks:* _____

Department Head Signature

Date