

- TUSD TimeClock Plus® ADJUSTMENT FORM -

(To Be Used BEFORE Payroll is Processed)

Employee _____ TUSD Employee# _____ Location _____

Date to Be Corrected _____ Job# to Be Corrected _____

Correct Time In _____ AM PM

Out For Lunch _____ AM PM

Back From Lunch _____ AM PM

Correct Time Out _____ AM PM

Comments

No Lunch Taken

Sick/Vacation/Personal Time Used Number of Hours _____

Employee's Signature and Date

Supervisor's Signature and Date

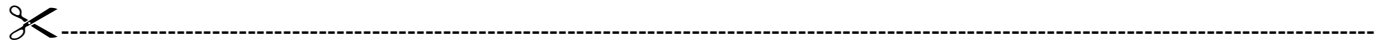
(To be valid, this form MUST be signed and dated by BOTH the employee and supervisor)

Retain Completed Form for Your Records

HR1000

Human Resources | Tucson Unified School District
1010 E. 10th St., Tucson, AZ 85719 | Phone (520) 225-6035
http://www.tusd1.org/

Revised: 02/18/16



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