

Time Clock Change Request

(leave this request in Office Manager's in-box)

Name _____ Date _____

I clocked in clocked out at _____ (circle) AM/PM

Note: Use time on clinic phones which is set to Frost Time & Weather. This is the same time used for Time Wolf.

- Forgot to input entry.
- Computer in use at time.
- Computer having problems. (specify problem)
- Other _____

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