

CalTime Timekeeping Edit Request Form for Missed Punches and Leave Requests

INSTRUCTIONS: This form may be used by non-exempt employees that record time daily and need to request a correction or adjustment to their hours recorded (i.e. missed punch, incorrect time in or time out recorded). It may also be used to request vacation or sick leave added to their time recorded.

1. Adjustments should be requested and edited daily if applicable. Please submit this form to your supervisor within 24 hours of applicable shift.
2. A separate form should be completed for each pay period requiring an edit.
3. The employee must provide an accurate and complete form to their supervisor

Reason for Edit Slip: Missed Punch Incorrect Friendly Name Used Record Leave **Today's Date:** _____

Employee Name: _____ **UC Berkeley Employee ID#** _____

I am requesting the following missed punch correction to my timecard:

Date: _____ **Time In:** _____ **Time Out:** _____ **Hours:** _____ **Friendly Name:** _____

I am requesting the following leave be recorded in my timecard:

Employee Signature: _____ **Date:** _____

Vacation Leave	Requested Date(s):	Hours:
Sick Leave	Requested Date(s):	Hours:
Paid Leave	Requested Date(s):	Hours:
Comp Time	Requested Date(s):	Hours:
Leave without pay	Requested Date(s):	Hours:
Other (please detail):	Requested Date(s):	Hours:
Reason:		Total Hours:

Supervisor Signature: _____ **Date:** _____

Timekeeping edit slip must be retained by supervisor for a minimum of 5 years. Supervisor to provide copy to employee.

Approved Denied *Form effective 11/01/2014*