Request for Time Edit by Manager/Principal/Supervisor

Date of request: _____

Name of Employee: _____

Date of time edit: Start Date: _____
End Date: _____

Time of time edit: Start Time: _____
End Time: _____

Reason for time edit : _____
_____
_____

_____
Signature of Employee (if possible)

_____
Signature of Manager/Principal/Supervisor