



Ganado ISD

210 S. 6th St.

Ganado, TX 77962

Employee Time Clock Adjustment Form

I _____ request to have my time sheet adjusted on _____
for the following reason:

Please choose the time of day for adjustment and write the correct time period in the proper blank.

AM IN: _____

LUNCH OUT: _____

LUNCH IN: _____

PM OUT: _____

employee signature

date submitted

supervisor signature

date approved

The Ganado ISD personnel handbook provides the appropriate means for hourly employees to clock in and out for payroll purposes. Employees who persistently fail to follow proper check in/out procedures may be subject to disciplinary actions.