

Timelink Timecard Adjustment Form			
Today's Date			
Employee's Name			
Campus ID #			
Phone Number			
Supervisor's Name			
Time Record that needs to be fixed/added			
Problem with timecard (forgot to punch, forgot task number, used wrong task number, etc):			
Date			
Start Time			
End Time			
Task number			
Employee's Signature			
Office Use			
Timelink updated by		Date	

Timelink Timecard Adjustment Form			
Today's Date			
Employee's Name			
Campus ID #			
Phone Number			
Supervisor's Name			
Time Record that needs to be fixed/added			
Problem with timecard (forgot to punch, forgot task number, used wrong task number, etc):			
Date			
Start Time			
End Time			
Task number			
Employee's Signature			
Office Use			
Timelink updated by		Date	