



# Time Clock Adjustment Form

## Instructions

1. Complete *only* if an employee fails to (or was unable to) clock in or out for a shift using the RSS.
2. Mark the correct time the employee actually started or ended a shift in the "Actual" time box for the appropriate day.
3. Use military time (like on the Time Clock Report). Examples: Record 1:18 pm as "13:18;" record 9:02 am as "9:02," etc.
4. Do not round time; use exact hours and minutes the employee worked.
5. Both employee and manager must initial in the boxes next to the corrected time.
6. The corrected hours should match the employee's hours on the Final Payroll Attendance Report.
7. Be sure to mark *all* time clock adjustments for *every* employee; continue on another adjustment form if necessary.

		Time	In	Out	In	Out	Employee Initials	Manager Initials
Employee	Date	Scheduled						
		Actual						
Employee	Date	Scheduled						
		Actual						
Employee	Date	Scheduled						
		Actual						
Employee	Date	Scheduled						
		Actual						
Employee	Date	Scheduled						
		Actual						



# SPIFF Adjustment Form

## Instructions

1. Complete *only* if an employee has a manual SPIFF or a SPIFF that needs adjustment.
2. Enter a complete description of the SPIFF.
3. Enter the SPIFF ticket number.
4. Enter the total dollar amount of the SPIFF.
5. Both employee and manager must initial in the boxes next to the corrected SPIFF.
6. Be sure to mark *all* SPIFF adjustments for *every* employee; continue on another adjustment form if necessary.

SPIFF Description					Employee Initials	Manager Initials
	Ticket					
	Amount					
	Ticket					
	Amount					
	Ticket					
	Amount					
	Ticket					
	Amount					

Store #

Week Ending Date