## BA Time Clock Adjustment Log

Restaurant Number & Name:\_\_\_\_\_

All adjustments to time must be reported.

Keep a copy in the archive envelope.

Have a log sheet for each separate pay period.

Log the date being changed in the "date adjusted" column.

Period Number: \_\_\_\_\_

DO:

Pay Period Start Date: \_\_\_\_\_

Pay Period End Date: \_\_\_\_\_

DON'T:

NO ONE SHOULD ADJUST THEIR OWN TIME. Allow anyone but salaried managers to make adjustments. Make any adjustments without employee review/acknowledgement. Make adjustments for reasons other than those listed below. Forget to submit a copy to your HRFC if requested.

Date Adjusted	Employee Name	Adjusted Clock In	Adjusted Clock Out	Type of punch (circle one)	Reason for Change	Manager's Signature	Employee Signature	Today's Date
				Clock In Break In				
				Break Out Clock Out				
				Clock In Break In				
				Break Out Clock Out				
				Clock In Break In				
				Break Out Clock Out				
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				Break Out Clock Out				
				Clock In Break In				
				Break Out Clock Out				

Make sure to enter punch based on video surveillance of actual time not just scheduled time

Review all changes with employee at time of adjustment and have them sign the form.