

TCP PUNCH CHANGE AUTHORIZATION
(Failure to complete this form could result in loss of pay!)

Today's Date: _____

Name: _____ Dept. _____

- Add Punch: _____ AM/PM _____
(Time) (Date)
- _____ AM/PM _____
(Time) (Date)
- _____ AM/PM _____
(Time) (Date)
- _____ AM/PM _____
(Time) (Date)

Change Punch (From): _____ AM/PM (To): _____ AM/PM _____
(Time) (Time) (Date)

Delete Punch Time: _____ AM/PM _____
(Time) (Date)

Reason: _____

(Your Signature) (Date)

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