Humble Independent School District
Payroll Department

Kronos Timecard Edit Form

Instructions

Please complete this form for any timecard edits outside of the current pay period or for submitting off site education for which your supervisor has preauthorized and agreed to compensate you. Only report one date per form. Please submit to your Supervisor the next business day for continuing education.

To Be Completed by Employee

All fields in this section must be completed.

Employee Name _____

Employee ID _____ *(no social security numbers)*

Campus/Department _____

Telephone _____

Date Submitted _____

To Be Completed by Employee

All fields in this section must be completed.

Date	Punch In	Punch Out for Lunch	Punch In from Lunch	Punch Out

If edit is for education, you must attach class completion documentation.

Reason for Edit _____

_____

Employee Signature _____

To Be Completed by Supervisor

All fields in this section must be completed.

Supervisor Name _____

Supervisor Signature _____

Date _____

Please enter into Kronos and keep in your files. Only send to Payroll Department if edit is outside of current pay period.