

Attendance Correction Request Form

Employee Name

Employee ID

Department

Date of Attendance

Type of Correction Requested

Details / Reason for Correction

Correct Time(s) (if applicable)

Employee Signature & Date

Supervisor/Manager Signature & Date

- Please ensure all details are accurate before submitting this form.
- Attach any supporting documents if necessary.
- Correction requests may be subject to management approval and company policy.
- Retain a copy of the submitted form for your records.