

# Employee Attendance Correction Form

(Late Entry)

Use this **employee attendance correction form** sample to accurately document and request adjustments for late entry times. It ensures transparent and efficient management of attendance records. This form helps maintain consistency and accountability within the workplace.

**Employee Name:**

**Employee ID:**

**Department:**

**Date of Late Entry:**

**Recorded Entry Time:**

**Requested Correct Time:**

**Reason for Late Entry:**

I confirm that the above information is true and request an attendance correction.

---

**Employee Signature:**

---

(Signature & Date)

**Supervisor/HR Approval:**

---

(Signature & Date)