

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:

Supervisor/HR Approval:

(Signature & Date)

(Signature & Date)

Submit Request