

Monthly Attendance Correction Form Sample

This **monthly attendance correction form sample** is designed to streamline the HR process by accurately tracking and rectifying employee attendance discrepancies. It ensures efficient record-keeping and timely adjustments within the payroll system. Utilizing this form helps maintain transparency and accountability in attendance management.

Note: Please fill out all required fields and submit the completed form to the HR department for review and approval.

Employee Information

Employee Name	
Employee ID	
Department	
Designation	
Month/Year	MM/YYYY

Attendance Correction Details

Date	Original Status (Absent/Late/Other)	Corrected Status	Reason for Correction
<input type="text"/>	Absent <input type="button" value="▼"/>	Present <input type="button" value="▼"/>	<input type="text"/>

Attach additional sheets if corrections for more dates are required.

Employee Declaration

I hereby confirm that the details provided above are accurate and request the HR department to update my attendance records accordingly.

Employee Signature: Date:

HR Use Only

HR Reviewed By	<input type="text"/>
Comments	<input type="text"/>
Status	Approved <input type="button" value="▼"/>
Date Processed	<input type="text"/>

Submit