

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	<input type="text"/>
Employee ID	<input type="text"/>
Department	<input type="text"/>
Designation	<input type="text"/>
Month/Year	<input type="text" value="MM/YYYY"/>

Attendance Correction Details

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

Submit