

VERITIME CORRECTION REQUEST FORM

Please complete the following form to request a VeriTime correction

Requestor Name:					
Request Date:	MM / DD / YY	Time:	Hour	Min	<input type="checkbox"/> AM <input type="checkbox"/> PM

VeriTime role(s) requiring correction:

Actual Time				
Please indicate the correct time(s) to be entered in VeriTime for each applicable role.				
<input type="checkbox"/> Bus Duty	<input type="checkbox"/> IN	Hour	Min	<input type="checkbox"/> AM <input type="checkbox"/> PM
	<input type="checkbox"/> OUT	Hour	Min	<input type="checkbox"/> AM <input type="checkbox"/> PM
<input type="checkbox"/> Tutoring	<input type="checkbox"/> IN	Hour	Min	<input type="checkbox"/> AM <input type="checkbox"/> PM
	<input type="checkbox"/> OUT	Hour	Min	<input type="checkbox"/> AM <input type="checkbox"/> PM
<input type="checkbox"/> Detention	<input type="checkbox"/> IN	Hour	Min	<input type="checkbox"/> AM <input type="checkbox"/> PM
	<input type="checkbox"/> OUT	Hour	Min	<input type="checkbox"/> AM <input type="checkbox"/> PM
<input type="checkbox"/> Friday School	<input type="checkbox"/> IN	Hour	Min	<input type="checkbox"/> AM <input type="checkbox"/> PM
	<input type="checkbox"/> OUT	Hour	Min	<input type="checkbox"/> AM <input type="checkbox"/> PM
<input type="checkbox"/> Teacher	<input type="checkbox"/> IN	Hour	Min	<input type="checkbox"/> AM <input type="checkbox"/> PM
	<input type="checkbox"/> OUT	Hour	Min	<input type="checkbox"/> AM <input type="checkbox"/> PM
<input type="checkbox"/> Classified	<input type="checkbox"/> IN	Hour	Min	<input type="checkbox"/> AM <input type="checkbox"/> PM
	<input type="checkbox"/> OUT	Hour	Min	<input type="checkbox"/> AM <input type="checkbox"/> PM

Reason for correction request:

Requestor Signature:

Submit completed form to Financial Secretary for review