



**Weslaco Independent School District  
Business Office**

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Weslaco, Texas 78596-6047



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*Dr. Priscilla Canales  
Superintendent of Schools*

## Time Clock Edit Form

Employee Name: \_\_\_\_\_ Employee ID: \_\_\_\_\_

Date requesting to be changed: \_\_\_\_\_

Clock-in Time: \_\_\_\_\_ AM / PM Clock-out Time: \_\_\_\_\_ AM / PM

\*The time that you should have clocked in/out

Reason for change request:

\_\_\_ Time clock not working

\_\_\_ Forgot

\_\_\_ Other (please specify): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Employee Signature

Date

**For office use only:**

Date Received: \_\_\_\_\_ Date Processed: \_\_\_\_\_

Time Clock Administrator Approval: \_\_\_\_\_