



ATTENDANCE ON DEMAND TIMECARD ADJUSTMENT SHEET

Employee Name

Employee ID Number

Reason for not using timeclock:

AOD corrections/entries to be made as follows:

Date	Shift Start	Lunch Out	Lunch In	Shift End

If you are supporting another building, please fill out below portion:

Home Cost Center	Supporting Cost Center

Employee's Name	Employee's Signature	Date

Manager's name	Manager's Signature	Date