

Dr. Dino Coronado,

*Superintendent of Schools*

**Weslaco Independent School District Business Office**

312 W. Fifth Street Weslaco, Texas 78596-6047

**Time Clock Edit Form**



***Phone: 956‐969‐6523/6572 Fax: 956‐969‐6808***

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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: | |  | |  |
|  | | | | |

Weslaco ISD does not discriminate on the basis of race, age, religion, color, national origin, sex, or disability in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; section 504 of the Rehabilitation Act of 1973, as amended.