

# SURRY COUNTY SCHOOLS TIMEKEEPER CHANGE REQUEST FORM

Employee Name \_\_\_\_\_ Adj. Date \_\_\_\_\_

Social Security # \_\_\_\_\_

Time Adjustments: Arrival Time \_\_\_\_\_ Lunch Begins \_\_\_\_\_

Departure Time \_\_\_\_\_ Lunch Ends \_\_\_\_\_

Absences:  Annual Leave  Sick Leave  Comp Leave  2013-2014 Bonus Leave  
 Bonus Leave  Donated Leave  Other \_\_\_\_\_

Amount \_\_\_\_\_

Employee Reason For  
Change \_\_\_\_\_

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Employee  
Signature \_\_\_\_\_ Date \_\_\_\_\_

Principal/Supervisor  
Signature \_\_\_\_\_ Date \_\_\_\_\_

Date Record Changed _____ Person Who Changed Record _____
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