

*Northeast Alabama Community College*

# Manual Time Log

This form is to be used in lieu of TimeClock Plus time-keeping system under approved circumstances.

**Directions:**

- (1) Complete the form below, recording the exact times that you clocked in or out.
- (2) Alert the manager of time records immediately to report the need for a manual adjustment to your electronic time report. You may do this by phone or in person.
- (3) Submit this form to your supervisor for approval.
- (4) Submit the approved form to the manager of time records **by noon of the next work day.** Once the information is recorded, the form will be placed in your mailbox.
- (5) Attach the approved form to your weekly time report the following week.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Date of Occurrence

Day	Time in (1)	Time out (1)	Time in (2)	Time out (2)
<b>Saturday</b>				
<b>Sunday</b>				
<b>Monday</b>				
<b>Tuesday</b>				
<b>Wednesday</b>				
<b>Thursday</b>				
<b>Friday</b>				

**Reason for Manual Submission:**

- The time clock could not be used because of technical reasons. Please explain below.
- I forgot to clock in or out.
- I was working off-campus and could not use the time clock to record my time(s).
- I was working an on-campus event but could not use the time clock.
- Other. Please explain below.

**Signatures:**

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_

**For Office Use Only:**

Entered by: \_\_\_\_\_ Date: \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_