



**Timesheet Correction Form**

Employee Name: \_\_\_\_\_ Luxottica ID: \_\_\_\_\_ Week Ending Date (Saturday's Date): \_\_\_\_\_

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Date							
Punch In							
Punch Out							
Punch In							
Punch Out							
Other Hours (e.g., PTO)							
Total Hours							

- The purpose of this form is to record of an employee's actual time worked.
- An entry on this form should be made if you need to:
  - Document a clock-in, clock-out, or missed punch correction in the POS
  - Communicate non-working hours to be paid such as **PTO, Bereavement, Paid Sick Leave, or CA meal period premium**
- If PTO is used on a day when an Employee also worked a partial day, the total number of hours paid may not exceed eight.

Employee Signature: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Correction Entered by (Manager Name) \_\_\_\_\_ Date Entered: \_\_\_\_\_

**Note: This document must be retained in the store with all payroll records.**

Revised February 2022