



MOSS POINT SCHOOL DISTRICT

TIME EDIT REPORT

(Please Print)

School/Location: _____

Employee: _____

Date of Edit Request: _____ Date of Error: _____

ERROR TIME SHOWN: _____ CORRECTED TIME: _____

Reason for Time Edit: _____

Supervisors check only **ONE** of the following:

- _____ First incident free pass, additional instruction on correct scan procedures
- _____ Second incident... verbal warning from supervisor, additional instruction as deemed necessary by the supervisor
- _____ Third incident written reprimand
- _____ Fourth incident ...employee will be suspended for one full day without pay, written reprimand
- _____ Fifth incidentdisciplinary action by the Superintendent, which may include termination

OR Situation NOT COUNTED against employee:

- _____ Emergency situation, reason given above
- _____ Other: _____

Employee Signature/Date

Supervisor Signature/Date

Superintendent's Signature/Date

Time edits are kept on record for a **45-day period** (calendar days). The occurrence number is based upon the number of time edits done within a **45-day period**.

Keep a copy at **YOUR** school/location, and attach original to the weekly Service Report and send to Finance.

Situations not counted against employee are attached to Service Report to justify edit, however, are not kept on occurrence record.