**ALL ENTRIES** **MUST** HAVE YOUR SIGNATURE IN ORDER FOR ANY CHANGES TO BE MADE TO YOUR TIME SHEET. YOUR SIGNATURE IS A **BINDING** AGREEMENT BETWEEN YOU AND THE PAYROLL ADMINISTRATOR THAT ATTESTS THAT YOU HAVE INDEED WORKED THE HOURS RECORDED ON YOUR EDIT SHEET ENTRY.

**IMPORTANT:** MISUSE (i.e. clocking someone else in/out, not clocking out for lunch/dinner) OR ABUSE (i.e. frequent shifts in which you forget to clock in/out, clocking in and then not working or leaving the building) WILL RESULT IN AN AUDIT OF YOUR SHIFT SCHEDULE AND COULD RESULT IN IMMEDIATE TERMINATION.

| LAST NAME | FIRST NAME | DATE | IN TIME | OUT TIME | COMMENTS | SIGNATURE**  
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