Time Punch Change Resolution Form

Employee Name	
Restaurant Name	

Date	Start time	Break start (rest/meal)	Break end (rest/meal)	Break start (rest/meal)	Break end (rest/meal)	Shift End

Payroll Notified	Back Pay Received
YES/NO/N/A	YES/NO/N/A

Time punch changes were made on **XX Month 202X** relating to a shift worked on **XX Month 202X.** The employee has disputed the change.

To review the details of the change/dispute, please follow the below steps:

myRestaurant > Labour > Manual Time Punches > Show Historical Data > Disputed by Employee > Select Date Range > Review employee's original punches / changed punches / dispute comments.

This form serves as a record that the dispute has been **resolved.** It is agreed between the employer and manager that the times stated above are an accurate record of hours worked and breaks taken.

EMPLOYEE AGREEMENT

By signing this document, you agree that the times stated above are an accurate record of your hours worked and breaks taken.

Signature of Employee:		**Full Name:**	
		Date Signed:	

MANAGER AGREEMENT

By signing this document, you agree that the times stated above are an accurate record of hours worked and breaks taken.

Signature of Manager:		**Full Name:**	
		Position Title:	
		Date Signed:	