

Attachment A

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To: THE PAYROLL OFFICER

From: \_\_\_\_\_

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

Subject: **REQUEST FOR CORRECTION/ ADJUSTMENT OF BIOMETRIC TIME ENTRY**

May I respectfully request for the correction/ adjustment of entries in my daily time record from the Biometrics Machine as follows:

DATE	PARTICULARS	FROM	TO	REMARKS/REASON
	Check-In			
	Break Out			
	Break In			
	Check-Out			
	Overtime In			
	Overtime Out			

For your kind consideration and approval

Verified by:

Approved by:

Administrative Officer/ Payroll Officer

Provincial Director/RO Division Chief