



Mid Region Council of Governments

Timesheet Change Request

NOTE: Please send copy to payroll before end of pay period.

Employee Name: _____ Employee ID: _____

Reason for request:

	Missed clock in	Start Time : _____ am / pm	Date: _____	Code: _____
	Missed clock in	Start Time : _____ am / pm	Date: _____	Code: _____
	Missed clock in	Start Time : _____ am / pm	Date: _____	Code: _____
	Missed clock in	Start Time : _____ am / pm	Date: _____	Code: _____
	Missed clock out	Time out: _____ am / pm	Date: _____	
	Worked through lunch break		Date: _____	
	Selected the wrong code	Right code: _____	Date: _____	

Explanation of missed punch and/or other change(s) to be made:

Employee approval of above change(s):

Employee Signature: _____ Date: _____

Manager approval of above change(s):

Manager Signature: _____ Date: _____

Valencia Codes	Sandoval Codes	Rio Metro Ops	MRCOG Admin
CB 49/6046	DR 49/6054	Admin 49/6000	Receptionist 900/9000
MB 49/6045	Disp 49/6052	Maintenance 49/6000	Maintenance 900/9000
DR 49/6044	Admin 49/6050	Community Admin 49/6060	
Disp 49/6042	OJT 49/6058		
Admin 49/6040			
OJT 49/6048			