

TACS Change Form

Name: _____

Employee#: _____

Assignment: _____

Date(s): _____

Original Time: _____

Corrected Time: _____

Reason for Adjustment: _____

Date(s): _____

Original Time: _____

Corrected Time: _____

Reason for Adjustment: _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____