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| --- |
| **Batch Time Clock Correction Form** |
|  **Date\*：** |
| **Requester\*** |  | **Department\*** |  |
| **NO.** | **Correction Time\*** | **Correction Type\*** | **Correction Cause\*** | **Correction Reason** |
|  |  |  |  |  |
| **Remarks** |  |