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