**Washington County Transportation Department**

**Missed Swipe/Correction Form**

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time out \_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Missed Swipe – (Did not bring Zonar Card)

Error in time – (Forgot to scan the asset tag at proper time)

Zonar not working – (Time will be taken from audit)

Reason for request:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Name (Print)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_