

# QM RESORTS CORPORATION | INTERVAL MANAGEMENT

## AUTHORIZATION TO EDIT TIMESHEET

I hereby request and authorize Payroll to make the following changes to my timesheet for the pay period of  to  for the pay date of

Date	In	Transfer	Out	In	Transfer	Out

UNEXCUSED:

I understand that it is my responsibility to clock-in and clock-out and failure to do so may result in disciplinary action.

**Offense number within last 60 days:**

**Discipline Action Taken:**

EXCUSED:

(Explain circumstances)

\_\_\_\_\_  
Print Employee Name

\_\_\_\_\_  
Date Signed

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

\_\_\_\_\_  
Supervisor/Manager Signature

cc: Personnel File