

Kilgore Independent School District  
Request for Time Adjustment

Employee Name: \_\_\_\_\_

Employee Number: (last 4 digits of Social Security #) \_\_\_\_\_

Campus/Department: \_\_\_\_\_

Date of Requested Change: \_\_\_\_\_

Select one of the following:

Request:

**1 Time Clock down (district wide)**

Arrival time: \_\_\_\_\_Hr \_\_\_\_\_Min                      *Departure* \_\_\_\_\_Hr \_\_\_\_\_Min

Note: **Record actual time of arrival or departure. (If you arrive late or leave early, record the appropriate hour and minutes.)**  
*Not the required work hours of 7:30 am to 4:30 pm.*

***Paraprofessional Employees ONLY***

**2 Cancel Automatic Lunch Deduction:**

\_\_\_\_\_ Hr \_\_\_\_\_ Min

Reason: \_\_\_\_\_  
*Reminder you must have prior approval from Principal or Director  
(Only applies to Para-Professional employees)*

**3 Extra Hours    In \_\_\_\_\_Hr\_\_Min    Out \_\_Hr \_\_Min  
(Hours worked not on official Time Clock)**

Reason: \_\_\_\_\_

Project: \_\_\_\_\_

*(Reminder must have prior approval from Principal, Supervisor or Director)  
(Only applies to Para-Professional employees)*

**Reminder: Kilgore ISD uses an automated time and attendance system.  
All employees are required to use the system to ensure  
accurate records. It is your responsibility to use the  
system as instructed. Failure to utilize the  
system may result in loss of wages.**

*Personal errands are not KISD responsibility and should not be paid as part of your salary.  
If you leave campus for personal errands, doctor appointments, etc.  
during the middle of the day you must clock out when you leave,  
and the upon your return, clock back in.*

\_\_\_\_\_  
Employee signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor/Director Approval

\_\_\_\_\_  
Date