

**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) \_\_\_\_\_