

Error Report

Printed Employee Name: _____

Printed Client Name: _____

Date: / /2012			
Time In:	Time Out:	Activity Codes:	Client Initials:
Circle AM/PM	Circle: AM/PM		
Employee Signature:			
Client Signature:			
Reason For Error Report:			

Date: / /2012			
Time In:	Time Out:	Activity Codes:	Client Initials:
Circle AM/PM	Circle: AM/PM		
Employee Signature:			
Client Signature:			
Reason For Error Report:			

Date: / /2012			
Time In:	Time Out:	Activity Codes:	Client Initials:
Circle AM/PM	Circle: AM/PM		
Employee Signature:			
Client Signature:			
Reason For Error Report:			

Error reports are due to Trinity by the 1st and 16th of every month.