LIQUOR COMMISSION
CITY AND COUNTY OF HONOLULU
711 KAPIOLANI BOULEVARD, SUITE 600, HONOLULU, HAWAII 96813-5249
PHONE (808) 768-7300 • FAX (808) 768-7311
INTERNET ADDRESS: www.honolulu.gov/liq

TIMEKEEPING RECORD SYSTEM APPROVAL REQUEST

Rule 3-82-38.4(c)

License #: _____

Licensee Name: _____

Doing Business As (DBA): _____

Premises Address: _____

_____

_____

Licensee Contact Name: _____ Title: _____

Phone: _____ Fax: _____ Email: _____

System Manufacturer: _____ Model #: _____

Describe how your timekeeping system operates, how it allows employees to clock in and out for work, and how timesheets may be previewed and printed.

_____

_____

_____

_____

_____

_____

❑ Attach sample print out of timekeeping records.

_____ _____
SIGNATURE Licensee (Owner)/Authorized Agent Date

_____ _____
PRINT License (Owner)/Authorized Agent Title

OFFICE USE:

❑ Approved ❑ Denied

LCIS ENTRY DATE: _____ HLC STAFF Initial: _____

_____ _____
Franklin "Don" Pacarro, Jr. *Date*
Administrator