

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

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OFFICE USE:

Approved Denied

LCIS ENTRY DATE: _____ HLC STAFF Initial: _____

HLC Signature

Date