

TIME CLOCK MISSED PUNCH REQUEST FORM

Procedure: Employee will complete and turn into Business Office immediately after missed punch.

Employee Name:

(please print)

Date of Missed Punch:

IN

Out

Time of Missed Punch:

Time of Missed Punch:

Time of Missed Punch:

Time of Missed Punch:

(Check one or list on line below)

*If missed punch causes employee to miss the next punch time please list both missed punches

Approval from the employee's immediate supervisor shall be obtained prior to Time Clock Manager editing time.

Employee's Signature

Date Signed

Work Location

***Time Clock Manager must send Missed Punch Request Forms over each pay period with Time Sheets**