

MISSED PUNCH / EXCEPTION FORM

When you have missed a punch or need to report an exception on your timecard please fill out a Missed Punch / Exception Form. This form will notify your supervisor of what needs to be fixed on your timecard.

INSTRUCTIONS

Please fill in your Name, Employee ID Number and Date you are filling out the form.

If you have a missed punch:

Date: Date you missed the punch

In/Out: Mark whether it was an In Punch or an Out Punch

Time: Indicate what time the punch should have occurred

For example, say you forgot to punch out on March 12 at 5:02 p.m. This is how the missed punch should look.

Date	In	Out	Time
3/12/01		✓	5:02 p.m.

If you need to add an exception:

Exception: Use the drop down box to choose the type of exception you need to report

Date: Date the exception occurred

Total Hours: Number of hours that you need to report

For example, if you were sick on May 16 for 8 hours this is how the exception should look.

Exception	Date	Total Hours
SIC	5/16/01	8 hrs.

Please remember to indicate the reason for the missed punch or exception and then sign and date the form and turn it in to your supervisor.

MISSED PUNCH / EXCEPTION FORM

Name _____ Today's Date _____

Employee ID # _____

Date	In	Out	Time

Benefited

Exceptions	Date	Total Hours

Reason for missed punch:

Employee's Signature _____ Date _____

Supervisor's Signature _____ Date _____

MISSED PUNCH / EXCEPTION FORM

Name _____ Today's Date _____

Employee ID # _____

Date	In	Out	Time

Benefited

Exceptions	Date	Total Hours

Reason for missed punch:

Employee's Signature _____ Date _____

Supervisor's Signature _____ Date _____