



Missed Punch Form

Employees: If a punch is missed, please complete this form and return it to your Principal/Bookkeeper with your time sheet. Use a separate form for each date. Enter the actual time you arrived or left, not your scheduled time.

Principal/Bookkeeper: Please enter missing punches no later than the last day of a payroll period. The form should then be submitted to the Payroll Dept. along with corrected/signed time sheets. Please retain a copy for your records.

Name:	School/Location:
Supervisor:	

Record your missed punches below, sign and return to your supervisor.

Date:	In Time:	AM <input type="checkbox"/> PM <input type="checkbox"/>	Out Time:	AM <input type="checkbox"/> PM <input type="checkbox"/>
Lunch:	In Time:	AM <input type="checkbox"/> PM <input type="checkbox"/>	Out Time:	AM <input type="checkbox"/> PM <input type="checkbox"/>

REQUIRED - Reason for missed punch:

Employee Approval: I certify that the punches reported above represent the punches missed on the Time Clock. I understand that upon correction of my 4th missed punch, notification will be sent to the Superintendent. Disciplinary action for failure to adhere to clocking procedures will be at the discretion of the Superintendent.

Signed: _____	Date: _____
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Supervisor Approval:
I confirm that I have first-hand knowledge or other suitable means of verifying the work performed by the employee;

Signed: _____	Date: _____
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For Payroll Use Only

Punches Corrected

Comments _____