



# Missed Punch/Exception Form

Employee Name \_\_\_\_\_

Campus/Department \_\_\_\_\_

Payroll ID# (6 digit) \_\_\_\_\_

Pay Period \_\_\_\_\_

Missed Punch			Check Reason					Explanation
Date	Time In	Time Out	Forgot Punch	Lost Badge	Double Punch	Field Trip	Other	

## Warning

Reason	Number	Employee's Signature

I authorize the correction to my KRONOS timecard selected above.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal/Supervisor

\_\_\_\_\_  
Date

\*\*\*\*\*For Office Use Only\*\*\*\*\*

\_\_\_\_\_  
Adjusted By

\_\_\_\_\_  
Date