

When you have missed a punch or need to report an exception/absence on your timecard please fill out a [Missed Punch/Exception Form](#). This form will notify your supervisor of the necessary correction.

**Instructions:**

Please fill in your Name, Employee ID, Campus/Department and Pay Period for correction.

**If you have missed a punch:**

**Date:** Date you missed the punch

**Time In/Time Out:** Indicate what time the punch should have occurred

**Check Reason:** Check reason or other if reason is not listed

**Explanation:** Detail reason (required if other is checked)

For example, say you forgot to punch out on March 12 at 12:15 p.m. This is how the missed punch should look.

Missed Punch			Check Reason					
Date	Time In	Time Out	Forgot Punch	Lost Badge	Double Punch	Field Trip	Other	Explanation
3/12/06		12:15 pm	X					

**If you need to cancel a lunch deduction:**

**Date:** Date you need to cancel deduction

**Reason:** Reason for no lunch deduction

Form must be signed by both employee and manager.