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**Missed Punch Form**

| **Name:** |       | **CWID#:** |       |
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| **Supervisor:** |       | **Unit/Job Title:** |       |
| **Record your missed punches below, sign and return to your supervisor.** |

| **Date:**      | **In Time:**      | **AM** [ ]  **PM** [ ]  | **Out Time:**      | **AM** [ ]  **PM** [ ]  |
| --- | --- | --- | --- | --- |
| **Date:**      | **In Time:**      | **AM** [ ]  **PM** [ ]  | **Out Time:**      | **AM** [ ]  **PM** [ ]  |
| **Date:**      | **In Time:**      | **AM** [ ]  **PM** [ ]  | **Out Time:**      | **AM** [ ]  **PM** [ ]  |
| **Date:**      | **In Time:**      | **AM** [ ]  **PM** [ ]  | **Out Time:**      | **AM** [ ]  **PM** [ ]  |
| **Date:**      | **In Time:**      | **AM** [ ]  **PM** [ ]  | **Out Time:**      | **AM** [ ]  **PM** [ ]  |
| **Date:**      | **In Time:**      | **AM** [ ]  **PM** [ ]  | **Out Time:**      | **AM** [ ]  **PM** [ ]  |

| **REASON:**  |
| --- |
| **Employee Approval:**I certify that the punches reported above represent the punches missed in Kronos. |
| **Signed:** |  | **Date:** |  |
| **Supervisor Approval:**I confirm that I have first-hand knowledge or other suitable means of verifying the work performed by the employee. |
| **Signed:** | \_\_ | **Date:** |  |

Transfer hours to Kronos Timecard if still “open” for editing and approvals. Prior hours missed must be posted on a timesheet for the pay period worked.

| Notes: |
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**Original:** Supervisor/Timekeeper **Copy:** Director/Manager, Department Head/AVP