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**Missed Punch Form**

| **Name:** |  | | **CWID#:** |  | |
| --- | --- | --- | --- | --- | --- |
| **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** |
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| **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