

Missed Punches

Name: _____

Date of missed punch: _____

I did not (check):

Punch In Actual Punch "in" Time: _____ am pm

Lunch Out Actual Lunch "out" Time: _____ am pm

Lunch In Actual Lunch "in" Time: _____ am pm

Punch Out Actual Punch "out" Time: _____ am pm

Reason for missed punch:

Lost or Misplaced Badge

Damaged Badge (Employee must contact IT department for replacement)

Professional Development

Forgot badge/forgot to punch

Other: _____

Employee Signature _____ Date: _____

Supervisor Signature: _____ Date: _____