

Kronos Missed Punch Form

Name:	Contact Number:
Supervisor:	Pay Period Dates:

Record your missed punches below, sign and return to your supervisor.

Date:	In Time:	Punch Missed:	Reason: <input type="checkbox"/> Forgot <input type="checkbox"/> System Down <input type="checkbox"/> Other:
Date:	Out Time:	Punch Missed:	Reason: <input type="checkbox"/> Forgot <input type="checkbox"/> System Down <input type="checkbox"/> Other:
Date:	In Time:	Punch Missed:	Reason: <input type="checkbox"/> Forgot <input type="checkbox"/> System Down <input type="checkbox"/> Other:
Date:	Out Time:	Punch Missed:	Reason: <input type="checkbox"/> Forgot <input type="checkbox"/> System Down <input type="checkbox"/> Other:
Date:	In Time:	Punch Missed:	Reason: <input type="checkbox"/> Forgot <input type="checkbox"/> System Down <input type="checkbox"/> Other:
Date:	Out Time:	Punch Missed:	Reason: <input type="checkbox"/> Forgot <input type="checkbox"/> System Down <input type="checkbox"/> Other:
Date:	In Time:	Punch Missed:	Reason: <input type="checkbox"/> Forgot <input type="checkbox"/> System Down <input type="checkbox"/> Other:
Date:	Out Time:	Punch Missed:	Reason: <input type="checkbox"/> Forgot <input type="checkbox"/> System Down <input type="checkbox"/> Other:

Comments:

Employee Signature:	Date:
I certify that the punches reported above represent the punches missed in Kronos	
Supervisor Approval:	Date:

Definitions:

** <i>In Time</i> – Actual time the In punch should reflect on Timecard	** <i>Punch Missed</i> - Start of Day or In from Lunch
*** <i>Out Time</i> – Actual time the Out punch should reflect on Timecard	*** <i>Punch Missed</i> - Out to Lunch, End of Day