TIME CLOCK MISSING PUNCH SHEET

Employee Name: _____

Date of Missed Punch: _____

Missed Punch Information

Please check all that apply, and complete the corresponding line

	Type of Missed Punch:	**Time of Missed Punch:**
☐	Initial Clock In	_____
☐	Clock out for Lunch	_____
☐	Clock in from Lunch	_____
☐	Clock Out end of Shift	_____
☐	Other – Please List Below	

If "Other" missed punch, please explain here: _____

Please indicate the Reason(s) for the missed punches here:

☐	Clock Not Working (Explain Below in Detail)
☐	I Forgot
☐	Other (Explain Below in Detail)

If you selected "Other" for reason for missing punch, please explain here:

_____

If you selected "Clock Not Working", please explain below, in detail, the message shown by the timeclock. This information will be used to troubleshoot and determine the cause of any issues. Please also feel free to provide a photograph to your GM.

_____

_____

_____

I attest that the changes and reasons requested are complete and accurate. I understand that missed punches can lead to disciplinary action, up to and potentially including termination, depending on the severity or repeat nature of the offense. I understand that falsifying records is grounds for immediate dismissal.

_____ _____

Employee Signature Date