MISSING OR ADDED TIME CLOCK PUNCH

NAME: _____ **DATE:**

MISSING / ADDED TIME (circle one): to

REASON:
_____Forgot time card / name badge
_____Time clock not working
_____Ambulance Transfer
_____Called in extra to help
_____Do not have a card
_____Other: _____

_____

Employee Signature Date Supervisor Signature Date

_____

Personnel Signature Date

😐 **Numerous forms filled out due to forgetting time card will result in counseling by your supervisor and personnel.**

☹ **You will not be paid for any time *not clocked in* or *form not filled out* on.**