



## Missed Punch Form

Employee Name \_\_\_\_\_

Location/Department \_\_\_\_\_

Employee ID # (4 digit) \_\_\_\_\_

Pay Period \_\_\_\_\_

Missed Punch

Date	Time In	Start Lunch	End Lunch	Time Out	Explanation

Reason for missed punch:

I authorize the correction to my timecard selected above.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Verified by

\_\_\_\_\_