



Missed Punch/Exception Form

Employee Name _____ Campus/Department _____
Employee ID# _____

Missed Punch			Check Reason				
Date	Time In	Time Out	Forgot Punch	Clocks not Working	Double Punch	Other	

I authorize the correction to my TEAMS timecard selected above.

Employee Signature

Date

*Manager Signature

Date

*Manager signature may not be necessary.

*****For Office Use Only*****

Adjusted By

Date