

# MISSED PUNCH REQUEST

EMPLOYEE NAME: \_\_\_\_\_

REASON FOR MISSED PUNCH:

\_\_\_\_\_  
\_\_\_\_\_

DATE OF MISSED PUNCH: \_\_\_\_\_

Specifically, what door did you enter /exit the day of the missed punch?

\_\_\_\_\_

What time did you enter/exit the building? \_\_\_\_\_

PUNCH TIME TO BE CORRECTED: \_\_\_\_\_

SHIFT WORKED FOR THAT DAY: \_\_\_\_\_

EMPLOYEE SIGNATURE: \_\_\_\_\_

SUPERVISOR SIGNATURE: \_\_\_\_\_

DATE SIGNED: \_\_\_\_\_

Employees are responsible for recording their own time worked. Punch in at the beginning of your work shift, punch out when you are leaving. An employee who leaves the building during the work shift for any reason other than assigned business for St. Paul's must punch out and then punch in upon their return to work. Missed or unrecorded punches must be reported immediately to either your direct supervisor, Human Resources or payroll for resolution. Notifying St. Paul's of missed or unrecorded punches is the sole responsibility of the employee and failure to do so at the time they occur may result in errors to your paycheck.

Time entering the building was verified via camera by:

Tami Kost	_____
Robin Knight	_____
Mickey Chapman	_____
Tammy Lininger	_____
Teresa Findley	_____
Lynn Chuey	_____
Chris Wright	_____
Brian Mailliard	_____

Updated 3/18