



## Missed Punch Form

Team Member Name		Team Member ID Number		Department
Date of Missed Punch	In Punch	Out (Meal)	In (Meal)	Out Punch
Reason for punch correction:				
<p>I understand:</p> <ul style="list-style-type: none"> <li>Using the time clock is essential to ensuring that my time is recorded correctly in order to ensure that my paychecks are calculated correctly.</li> <li>It is my responsibility to clock in and clock out correctly using the time clock.</li> <li>Excessive use of Missed Punch Forms can result in corrective action up to and including termination from employment.</li> <li><u>Misrepresentation of time worked is a violation of Company Policy and could lead to corrective action up to and including termination from employment.</u></li> </ul>				
<p><b><i>By my signature below, I certify that the information provided here is accurate to the best of my knowledge.</i></b></p>				
Team Member's Signature <i>(Signature Required)</i>			Date	
Store Management Signature (SM, ASM, 3 <sup>rd</sup> , 4 <sup>th</sup> ) <i>(Signature Required)</i>			Date	
<p>Store 3<sup>rd</sup> and Store 4<sup>th</sup> team members must have the Store Manager or ASM approve their time exceptions. Missed Punch Forms that are not filled out correctly or that do not have proper manager approval will not be processed until corrected and all required approvals have been obtained. Missed Punch Correction Forms that are turned in after payroll is committed may be processed on the next payroll cycle.</p>				
Date Entered			Administrative Coordinator Signature <i>(Signature Required)</i>	
<p>Note to Administrative Coordinator—this form must be retained in a separate 30 day file on-site, after 31 days must be scanned into team member's file.</p>				