



## 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