

Missed Punch Form

EMPLOYEES: Please return this form within the **SAME** pay period **IF** a punch is missing or incorrect. Employees should not use the punch form to edit punches on a regular basis, as they are responsible for clocking in, clocking out, and taking their meal breaks on time.

SUPERVISORS: This form is solely used to enter the missed punches into Homebase (a note should be entered within Homebase when an edit is made). Once the form is completed, it should be scanned and placed in the designated folder with the General Manager and submitted to Human Resources.

Name:			Position:		
Supervisor:			Pay Period:		
Record your missed punches below, sign and return to your supervisor.					
Date:	In Time:	Punch Missed:	Reason: ☐ Forgot ☐ System Down ☐ Other:		
Date:	Out Time:	Punch Missed:	Reason: ☐ Forgot ☐ System Down ☐ Other:		
Date:	In Time:	Punch Missed:	Reason: ☐ Forgot ☐ System Down ☐ Other:		
Date:	Out Time:	Punch Missed:	Reason: ☐ Forgot ☐ System Down ☐ Other:		
Date:	In Time:	Punch Missed:	Reason: ☐ Forgot ☐ System Down ☐ Other:		
Date:	Out Time:	Punch Missed:	Reason: ☐ Forgot ☐ System Down ☐ Other:		

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Employee Comments (if applicable):	
Employee Signature:	Date:
I certify that the punches reported above represent the punches missed in Homebase	
Supervisor Approval:	Date:
Supervisor Comments:	

Definitions:

** In Time – Actual time the In punch should reflect on Timecard	** Punch Missed - Start of Day or In from Lunch
*** Out Time – Actual time the Out punch should reflect on Timecard	*** Punch Missed - Out to Lunch, End of Day