

**La Joya Independent School District
Kronos/Absence from Duty Adjustment Form**

Employee Name: _____ Date Submitted: _____

Employee ID: _____ Campus/Dept: _____

Note: Please mark reason for missed punch

- Forgot to punch in
- Forgot to punch out
- Error message: _____
Specify _____

Other: _____

Examples:

05-111 Punch Rejected
06-2 Non-Home Employee

Date	Missed Punch			
	IN	OUT	IN	OUT

Explanation: _____

Date	Code	ABSENCE	
		Full	Half Day

Reason	Code
Personal/Family Illness	Sick 1
Personal Leave	Person 1
School Business	School Business
Jury Duty	Jury
Subpoena	Subpoena
Military Leave	Military
Other/Dock	Other
Non-Contract Day (Contract Day 226 or Greater Only)	NCD

Employee's Signature: _____

Date: _____

Supervisor's Signature: _____

Date: _____

Note: Form needs to be turned in within 24 hours for processing

For TimeKeeper Use Only

Date Received: _____

Date Adjusted: _____

Adjusted By: _____