

La Joya Independent School District
Kronos Time Sheet 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: _____
 - Other: _____
- Specify

Examples:

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

Date	Missed Punch			
	IN	OUT	IN	OUT

Explanation: _____

Date	Code	From	ABSENCE	Comments
			To	

Reason	Code	Reason	Code
Personal Illness	Sick 1	School Business	School Business
Family Illness	Fam L 1	Jury Duty	Jury
Death Immediate Family	Death Immediate	Subpoena	Subpoena
Death Non Immediate Family	Death Non Immediate	Military Leave	Military
Personal Business	Person 1	Other	Other

Employee's Signature: _____

Supervisor's Signature: _____

Date: _____

Date: _____

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

For TimeKeeper Use Only

Date Received: _____

Date Adjusted: _____

Adjusted By: _____