

**MISSED PUNCH ADJUSTMENT**

Name: \_\_\_\_\_

		Date	Time
clock in	<input type="checkbox"/>	_____	_____
clock out for lunch	<input type="checkbox"/>	_____	_____
clock in from lunch	<input type="checkbox"/>	_____	_____
clock out end of day	<input type="checkbox"/>	_____	_____
extra punch	<input type="checkbox"/>	_____	_____
other (explain)	<input type="checkbox"/>	_____	_____

Employee Signature \_\_\_\_\_

Supervisor Signature \_\_\_\_\_