



MISSED PUNCH TIME SHEET

Employee Name: _____

Employee Number: _____

Campus/Department: _____

Date	Start Time	Lunch Out	Lunch In	End Time	Total Hrs.
TOTAL HOURS					

Check Reason				Explanation
Forgot To Enter	Time Clock Not Working	Extra Duty Assignment	Other	

I authorize this correction to my GISD time sheet.

Employee signature: _____ Date: _____

Supervisor signature: _____ Date: _____

*****For Office Use Only*****

Adjusted By: _____ Date: _____