PP # _____

Time & Attendance

PAYROLL DEPARTMENT

FAILURE TO SWIPE

mig 5/08

Employee _____

Work Date _____

Was employee at work? ☐ yes ☐ no *If yes, explain:*

arrived at _____ left at _____
(took lunch? ☐ yes ☐ no)

☐ didn't swipe ***at all***

☐ didn't swipe ***in*** ☐ didn't swipe ***out***

Reason: _____

☐ swipe machine didn't record time in/out

If no, indicate type of fringe time desired:

Time from _____ am / pm
to _____ am / pm

☐ vacation ☐ sick ☐ illness in family

☐ other _____

_____ _____

Authorized Approval *Date*

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