KyreneSchoolDistrict

TimeClockPlus Missed Punch Log

School/Department_____

Date	Name	Punch Time	Reason for missed punch	Employee Signature	Supervisor Signature

Enter missed punches in employee's TCP timecard and keep this log on file at school or department.

**Employees have the ability to enter their own missed punches at the clock. This log is for only those punches they were unable to correct themselves.