



# Missed Punch Time Request Form

**FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**

**First Name:**

**Last Name:**

**Department:**

**Date of Missed Punch:**

**Reason for Punch:**

**Time In**

**AM**

**PM**

**Time Out**

**AM**

**PM**

**Time In**

**AM**

**PM**

**Time Out**

**AM**

**PM**

**Employee Signature:**

**Date:**

**Supervisor Signature:**

**Date:**

**Has been updated and confirmed by supervisor in Paycom Entry**

***\*\*Note: Both Employee & Supervisor are required to add this time and must be submitted to payroll submit box prior to 8:00 AM on Monday of pay week to be included on that paycheck.***