



TIME CLOCK EXCEPTION REQUEST

DATE OF REQUEST: _____

REQUESTING EMPLOYEE: _____

EXCEPTION DATE: _____

REASON FOR REQUEST

_____ DID NOT CLOCK IN

Corrected Time in: _____

_____ DID NOT CLOCK OUT

Corrected Time out: _____

_____ TRAINING (Out of office)

Location: _____

Time in: _____

Time out: _____

_____ WORKING LUNCH (Must be approved in advance)

_____ OTHER: _____

[] APPROVED [] DENIED DATE: _____

SUPERVISOR: _____

COMMENTS: _____
