



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: _____
