

Missing Punch Worksheet

Name of Employee:	Pay Period:
Supervisor:	Reason for missed punches:

To the best of your knowledge, detail the previous pay period's missed punches. This worksheet is to be filled out if Paycom's electronic punch request feature is either entirely inoperable, or the employee wishes to submit many changes after the previous pay period. **This worksheet may not be used for the current pay period. Filling out this worksheet will only affect the previous pay period's hours**

Week 1

Date	Missing In-Punch	Missing Out-Punch

Week 2

Date	Missing In-Punch	Missing Out-Punch

Employee Signature	Employer Signature

Additional Details/Comments: _____
