



TIMEKEEPING EXCEPTION LOG

Nonexempt employees are required to accurately clock in and out for the workday and the meal period(s) and to report all hours worked. To ensure accurate recording of hours and that employees are thus accurately paid, this form is to be used by nonexempt employees to report any timekeeping exceptions. Below is a list of Exception Reasons that require voluntary acknowledgment and authorization from the employee. This form should be completed by the employee and submitted to the employee’s supervisor/manager by the end of the payroll period during which the timekeeping exception(s) occurred. **Supervisors are not authorized to change employee timecards without the employee’s voluntary completion of this form.**

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| <ul style="list-style-type: none"> (A) Employee Forgot to Clock In (B) Employee Forgot to Clock Out (C) Missing Punch Found in Timecard | <ul style="list-style-type: none"> (D) Correction to Punch in Error (E) Technical Problem With Clock/Employee ID# (F) Other – please explain (use separate sheet of paper if needed) |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Date (MM/DD/YYYY)	Employee Name	Reason Code	Time In	Meal Time Out	Meal Time In	Time Out	Employee Initial	Supervisor Initial	Date Supervisor Entered Exception into Workday

Supervisor by his/her signature below, agrees above Employee(s) acknowledged and authorized the timekeeping exceptions above and Supervisor entered only exceptions approved by Employee(s).

Supervisor Name (Printed)	Supervisor Signature	Department Name	Date Signed
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Return to the Office of Human Resources by the Close of Each Pay Period End Date

**TIMEKEEPING EXCEPTION LOG
"OTHER"
EXPLANATION DOCUMENTATION**

Date (MM/DD/YYYY)	Employee Name	Reason Code	Explanation
		OTHER	
		OTHER	
		OTHER	
		OTHER	
		OTHER	

**Please verify you signed Page 1 of the Timekeeping Exception Log
Return to the Office of Human Resources by the Close of Each Pay Period End Date**