

# TIME CLOCK – MISSED SCAN

Use this form if you missed your clock in/out time or did extra work.

Today's Date: \_\_\_\_\_ Employee: \_\_\_\_\_

Driver: \_\_\_ Monitor: \_\_\_ Crossing Guard: \_\_\_



Date of missed scan: \_\_\_\_\_ (You may use this form for an entire day)

AM IN	AM OUT	MID IN	MID OUT	PM IN	PM OUT

FIELD TRIP/ASA IN	FIELD TRIP/ASA OUT

Reason for missed scan (went to fuel, forgot, late field trip, etc):

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*For Office Use Only:*

Approved by: \_\_\_\_\_ Date scan was corrected: \_\_\_\_\_

Comments:

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