

**CLARKSDALE MUNICIPAL SCHOOL DISTRICT
MISSED PUNCHED REPORT**

EMPLOYEE SHOULD COMPLETE THIS SECTION:

School: _____ Date: _____

Employee Name: _____ Employee SS# _____

Date of Missed Punch: _____ Time of Missed Punch: _____

Reason for Missed Punch – Employee must explain in writing below the reason the missed punch (i.e.-failed to clock in when reporting for work, failed to clock when to or returning from lunch, off- site when reporting to/ leaving from workday, etc.)

PRINCIPAL OR SUPERVISOR SHOULD COMPLETE THIS SECTION:

Correct Employee Time Record in the following manner:

1. Add punch to time record on _____
Date and Time Principal/Supervisor's Signature

Detailed reason for punch being added to time record _____

2. Remove punch from time record on _____
Date and Time Principal/Supervisor's Signature

Detailed reason for punch being removed from time record _____

Disciplinary Action Taken (if applicable):

1. Verbal warning issued to employee for failure to adhere to school board policy on:

_____ Date and Time of Day Principal/Supervisor's Signature

2. Written reprimand issue to employee for failure to adhere to school board policy on:

_____ Date and Time of Day Principal/Supervisor's Signature

3. Recommended employee for disciplinary action to the Board of Trustees on:

_____ Date and Time of Day Principal/Supervisor's Signature

I have personal knowledge of and declare under penalty of perjury by my employee signature below, that this "Missed Punch Report" is a true and accurate report of my failure to clock in/out at the time clock in the performance of my job duties. No one has asked me to fabricate or falsify any information concerning my time worked or to fail to report any of my time worked. CERTIFIED TRUE AND CORRECT, under penalty of perjury:

Employee Signature

Date

Principal/Supervisor's Signature

Date