



Missed Punch Acknowledgement

I understand, as outlined below, **employees, are responsible for accurately recording their own time worked** on the equipment provided by the agency. I understand that it is very important that we all are conscious of our time, and that I make sure to punch both in and out for the day, as well as for any breaks such as lunch.

I understand that the following procedures will be followed if I miss a punch:

- If I clock out for break or lunch without clocking-in, it will result in one hour being recorded as the length of the break. (See also results for no end of shift clock out.)
- If I clock in for shift but there is no corresponding clock out at the end of the shift, it will result in the employee being paid for the 15 minutes following the clock in. I will then be **responsible for providing written proof** that additional hours were worked; payment for these hours may not occur until the next payroll cycle.
- I am solely responsible for my own time. I have access to review my punches and submit any corrections in a timely manner.
- A missed punch form must be completed and provided by the employee (in person) to the accounting department at 2100 Judson Street. Employees may mail in the form if they wish. However, there will be no guarantees regarding *if* and *when* the form will arrive.
- **Missed punch forms must be received by the end of the pay period following the missed punch.** I understand that if the missed punch form is not received by that date, disciplinary action will occur.
- I understand that providing documentation *is entirely my responsibility and may not be done while on agency time.* I understand that each missed punch must be documented separately. A final attendance warning may be implemented after the third missed punch.

Further, I understand that:

- If I clock in for shift, out and in for meal break, but do not clock out at end of shift, I will be paid for the accurately recorded time plus the fifteen minutes following the clock in. The same procedure as above must be followed to document and be paid for additional time.
- Employees may not clock in or out for one another. Doing so will result in termination of employment for both employees.

By signing below I acknowledge that I have been informed of the missed punch policy.

Signature

Date