





3

Select Date & Time

Enter reason for missing punch

Submit request

A missed punch request will be approved by your manager. Once approved, the hours will be added to your total hours. 11:57

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< Report Missed Punch

- Missed punches need to be approved by your manager. Once approved, they will be added to your total hours.
- * Day

Saturday, July 6, 2024

* Punch Time

10:00 AM

 \bigcirc

* Reason for Missing Punch

Include a note here explaining why you missed the punch.

57/300

Submit

