

KRONOS REQUEST PUNCH EDIT

Today's Date: _____

Employee Name: _____ ID #: _____

Date for Punch Change: _____

Select Punch Request:

 Edit Punch Add Missing Punch Delete Punch

Punch Type:

 Clock In Clock Out

NEW Time Punch Requested: _____

Reason for Punch Edit Request: _____

Employee Signature: _____

Date Processed: _____ Processed By: _____