Weekly Missed Punch Log

Employee ID .... Employee Name ....

Date	Time In	Time Out	Reason
	☐ AM ☐ PM	☐ AM ☐ PM	
	☐ AM ☐ PM	☐ AM ☐ PM	
	☐ AM ☐ PM	☐ AM ☐ PM	
	☐ AM ☐ PM	☐ AM ☐ PM	
	☐ AM ☐ PM	☐ AM ☐ PM	
	☐ AM ☐ PM	☐ AM ☐ PM	
	☐ AM ☐ PM	☐ AM ☐ PM	

Comment ....

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Supervisor Approval