

Missed Punches Sign In and Out Sheet

Weekending Date:

10/12

Department Name: Crachet

House rules

[illegible]

Authorized to

Retroactive Pay Adjustment

Current Misc Wage Adjustment

Misc Service Charge Distribution

Jury Duty

Bereavement

Overtime Premium Pay Adjustment

Regular Pay Adjustment (Prev Wk)

Misc Cash Award

HR USE ONLY

Associate paid the correct hours but wrong rate; Security detail; Transportation wages

RmSv service charge; Group gratuities

Associate must provide a certificate from the court

Up to three days off

Calculated by Payroll

To add hours missed or hours worked in another department (must enter hours and \$)

Cash awards; FD upgrades; Incentive payments

Missed Punches Sign In and Out Sheet

Weekending Date: 10/12

Efficient Management

Missed Punches Sign In and Out Sheet

Acrobat

Houseman

[illegible]

Authorized By:

17	HR USE ONLY
26	Associate paid the correct hours but wrong rate; Security detail; Transportation wages
28	RmSv service charge; Group gratuities
31	Associate must provide a certificate from the court
32	Up to three days off
40	Calculated by Payroll
41	To add hours missed or hours worked in another department (must enter hours and \$)
45	Cash awards; FD upgrades; Incentive payments

Missed Punches Sign In and Out Sheet

Acrobat Horsemen

Authorized By _____

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