

Bgt

Weekending Date: 11/16

MARRIOTT ATLANTA AIRPORT GATEWAY

Missed Punches Sign In and Out Sheet

Department Name: Banquet

[Handwritten Signature]

REMINDER: INCLUDE MEAL/REST

Associate Name	Date	TIME IN	TIME OUT	TIME IN	TIME OUT	Misc Code	Associate Signature	Captain Signature	Comment/Reason
Terry Robinson	11/10	4:00	✓ Sent to Ren						
✓ Andrea Cross	11/10	4:00	3:00 PM				A Cross		
✓ Sharon Miller	11/10	4:00	8:00 PM						
✓ Whitney A. Gorman	11/10	4:00 PM	3:00 PM				Whitney		
✓ Tasha Glover	11/10	4:00 PM	8:00 PM						
✓ Anna Koonce	11/10	4:00 PM	3:00 PM						
✓ Tanisha Williams	11/10	4:00 PM	Sent to Ren						
✓ BRUCE SMITH	11/10	4:00 PM	3:00 PM				B. Smith		
✓ Ashley Jefferson Williams	11/10/2018	4:00 PM	3:00 PM						
✓ Barbara Brooks	11/10/2018	4:00 PM	Sent to Ren						
✓ GREGORY NELSON	11/10/18	4:00 PM	8:00 PM						
✓ Vasel Bilalov	11/10/18	4:00 PM	8:00 PM						
✓ William Bilalov	11/10/18	4:00 PM	8:00 PM						
✓ Matthew Anderson	11-10-18	4:00 PM	4:00 PM						
✓ Damon Allen	11-10-18	4:00 PM	9:00 PM						

Authorized By: *[Signature]*

Retroactive Pay Adjustment	17	HR USE ONLY
Current Misc Wage Adjustment	26	Associate paid the correct hours but wrong rate; Security detail, Transportation wages
Misc Service Charge Distribution	28	RmSv service charge; Group gratuities
Jury Duty	31	Associate must provide a certificate from the court
Bereavement	32	Up to three days off
Overtime Premium Pay Adjustment	40	Calculated by Payroll
Regular Pay Adjustment (Prev Wk)	41	To add hours missed or hours worked in another department (must enter hours and \$)
Misc Cash Award	45	Cash awards; FD upgrades; Incentive payments