

Renaissance Atlanta Airport Gateway Hotel

Missed Punches Sign In and Out Sheet

Week Ending Date: 11-30-18

Department Name: Banquets

259134

Acrobat

Authorized 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 cycle
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