

MARRIOTT ATLANTA AIRPORT GATEWAY

Missed Punches Sign In and Out Sheet

262709

Weekending Date:

Department Name: Banquet

REMINDER: INCLUDE MEAL/REST

Associate Name	Date	TIME IN	TIME OUT	TIME IN	TIME OUT	Misc Code	Associate Signature	Captain Signature	Comment/Reason
Kimberly Barnes	1/4/19	5:40am	9:52				KB	[Signature]	
Pamela Brooks	1/4/19	6am	10am				PB	"	
Gail Gilbert	1/4/19	6am	10am				[Signature]	"	

Authorized By:

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