

SOUEXO

It Number

Unit Name

Pay Period End Date

e. 9/27/19

☐ (A) Employee **Forgot to Clock In or Out**
☐ (B) Employee **Unable to Clock In or Out** due to Schedule Issue
☐ (C) **Missing Punch Found in Timecard**
☐ (D) **Correction to a Punch in Error**
☐ (E) **Technical Problem with Clock** (If outage is longer than a day, use the Frontline Manual Timesheet)
☐ (F) **Unable to punch with Employee ID # or SodexoLINK login credentials**
☐ (G) Other - please explain

[illegible]

Sunshine Braciano
Manager's Signature

9/27/19
Date