

**GREENVILLE PUBLIC SCHOOL DISTRICT  
MISSED PUNCH EDIT REPORT**

**Date of Missed Punch** \_\_\_\_\_

**Employee Name** \_\_\_\_\_

**Employee Number** \_\_\_\_\_

**Location at time of Missed Punch** \_\_\_\_\_

**Job Type at time of Missed Punch** \_\_\_\_\_

**Time of Missed Punch**      **in:** \_\_\_\_\_  
PLEASE INDICATE (AM OR PM)      **out:** \_\_\_\_\_  
   **in:** \_\_\_\_\_  
   **out:** \_\_\_\_\_

**Reason for Missed Punch** \_\_\_\_\_  
**Unacceptable reasons if Supervisor/Designee not on site:**  
**Clock did not take      Don't Know      ID Refused      Clock Error**

**Reason Approved** \_\_\_\_\_  
**Supervisor Signature**

**Reason Unapproved** \_\_\_\_\_  
**Supervisor Signature**

**Employee Signature/Date** \_\_\_\_\_

**Date Edit Entered** \_\_\_\_\_

**Entered By** \_\_\_\_\_