



Rankin County
School District

TRADITION OF EXCELLENCE

RANKIN COUNTY SCHOOL DISTRICT MISSED PUNCH / EDIT REPORT

School or Department: _____

Employee Name: _____ Badge #: _____

Date of Missed Punch / Edit: _____ Time of Missed Punch / Edit: _____

Please check:

- Clock accepted punch too many times.
- Clock would not accept punch.
- Off-site when reporting to / from work.
- Forgot to punch-in.
- Forgot to punch-out.
- Forgot to punch-in or punch-out at lunch.
- Other (explain: _____).

Missed punch or edit entered in Kronos system by: _____

I have personal knowledge of and declare under penalty of perjury by my employee signature below, that this "Missed Punch/Edit" record is a true and accurate report of my failure to punch in/out at the time clock in the performance of my job duties. No one asked me to fabricate or falsify any information concerning my time worked or to fail to report any of my time worked.

CERTIFIED TRUE & CORRECT, under penalty of perjury:

Employee Signature

Date

Supervisor Signature

Date

FOR OFFICE USE ONLY

Disciplinary Action Taken (if applicable):

- Verbal warning issued to employee for failure to adhere to school board policy (GDBC-E1) on:

Date

Employee Signature

Supervisor Signature

- Written reprimand issued to employee for failure to adhere to school board policy (GDBC-E1) on:

Date

Employee Signature

Supervisor Signature

- Recommend employee for disciplinary action to the Board of Education (Policy GDBC-E1) on:

Date

Employee Signature

Supervisor Signature