



Hazlehurst City School District

Excellence is the Expectation

Dr. Nonya C. Thrasher, Superintendent

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TIME SHEET EXCEPTION FORM

Nonexempt employees are required to accurately clock in and out for the workday and the meal period(s) and to report all hours worked. To ensure accurate recording of hours and those employees are thus accurately paid, this form is to be used by nonexempt employees to report any timekeeping exceptions. Below is a list of Exception Reasons that require voluntary acknowledgment and authorization from the employee. This form should be completed by the employee and submitted to the employee's supervisor/manager by the end of the payroll period during which the timekeeping exception(s) occurred. **Supervisors are not authorized to change employee timecards without the employee's voluntary completion of this form.**

ONLY THREE MISSED PUNCHES ARE ALLOWED IN ONE PAYROLL.

REASON CODES

(A) Employee Forgot to Clock in

(B) Employee Forgot to Clock Out

(C) Missing Punch Found On Time Card

(D) Correction To Punch In Error

(E) Technical Problem with Clock

(F) Other - Please Explain (use a separate sheet of paper if need be)

Employee Name:	Position:
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Date:	Reason Code:	Time In:	Lunch Time Out:	Lunch Time In:	Time Out:

Employee Signature: _____ **Date:** _____

INTEROFFICE USE ONLY

- ☐ Exception is approved and changes will be made in payroll.
- ☐ Exception is **NOT** approved and **NO** changes will be made in payroll.

Supervisor Signature:	Date:	Department Name:
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