



# Time Card Discrepancy Report

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Name \_\_\_\_\_ Submitted Date \_\_\_\_\_

Date of Discrepancy \_\_\_\_\_

Type of Discrepancy	Actual Times
Missing In	
Missing Out Lunch	
Missing In Lunch	
Missing Out	

Reason for Discrepancy:

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\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Management Signature

**This form must be filled out and submitted to payroll for any missing time punches before payroll ends in order for you to get paid for those hours.**