University of St. Thomas - Punch Adjustment Form

_____   _____
Employee Name   **UST ID (Badge) Number**

Date	In	Out	In	Out	Total Hours	Reason Code:
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

_____
(Employee Signature and Date Signed)

_____
(Manager/Director Approval and Date Approved)

_____
(Payroll Coordinator Signature and Date Signed)

Reason Codes
1. Employee Request - Leave Early
2. Manager Request - Leave Early
3. Punch Didn't Work
4. Personal Leave Day
5. Forgot to Punch
6. No Badge
7. Vacation/PLT
8. Delete Punch
9. Other:_____