



This document is meant as temporary means of time tracking while a Clock ID is being issued, or until Clock ID discrepancies are corrected.

Team Member: Indicate your punch times, including lunch break. Turn this document in to your hiring manager by the end of the pay period in which applies, or when you receive your New Hire Clock ID.

Hiring Manager: Collect this document from New Hires and any other team members when clock in issues occur. When received, enter the time(s) below into the team member record in Dayforce before payroll processing. When completed, turn in to Admin for filing in the team member file.

Team Member Name: _____

Department: _____

Reason: ☐ Missed Punch ☐ Missed Break ☐ No clock ID

Date	Start Time	Lunch In	Lunch Out	End Time

Details:

Team Member Signature Date

Manager Signature Date