HRS PAYROLL – MISSED PUNCH FORM

General Description:
A Missed Punch Form should be submitted whenever there’s a missed punch.

Why and when should I use this form?
- A Missed Punch Form is required anytime a student forget to punch in or out.
- A Missed Punch Form is required anytime a supervisor enters the student’s time.
- A Missed Punch Form is required for any changes to a timesheet after approval.

How do I prepare to use this form?
STUDENT
- Complete Missed Punch Form
  - Name
  - Empl Id
  - Business Unit (example: Academic Affairs)
  - Appointing Department (example: Provost Office)
  - Supervisor Name
  - Working Title
- Sign and date
- Submit to supervisor for approval

SUPERVISOR
- Review Missed Punch Form
- Sign and date
- Log into Time and Labor
- Enter hours

NOTE: If timesheets are approved by the supervisor when the Missed Punch Form is received supervisor would need to forward form to Payroll Coordinator for data entry.

What is the end result when this form is processed?
- Supervisor or Coordinator will enter the hours and the student will be paid for all hours on timesheet
- If there are miss punches and the Missed Punch Form is not completed and hours entered into HRS students will not be paid for those hours.

Are all the requested data fields self-explanatory, or are any clarifications needed:
Most requested information fields are self explanation, however the following data items may need clarification.
1. Field 4          Business Unit (School/College or Division)
2. Field 5          Appointing Department (the department student is working for)

What do I need to do after I complete the form?
- Submit completed form to supervisor

Who do I contact if I need help?
- Supervisor
- Payroll Coordinator