



Time Card Discrepancy Report

Employee Name: _____ Job Title: _____

Date of Discrepancy: _____

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

Reason for Discrepancy:

Employee Signature

Supervisor 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.