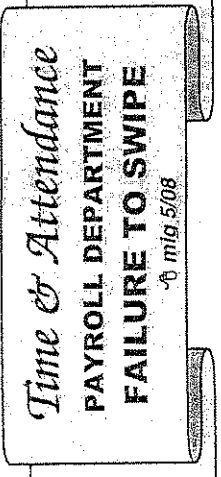


PP # _____



Employee _____

Work Date _____

Was employee at work? yes no *If yes, explain:*

arrived at _____ left at _____
 (took lunch? yes no)

didn't swipe **at all**
 didn't swipe **in** didn't swipe **out**

Reason: _____
 swipe machine didn't record time in/out

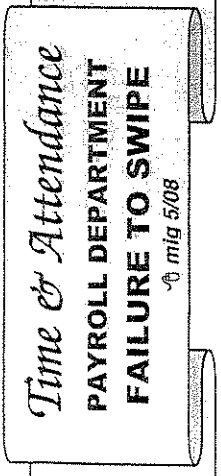
If no, indicate type of fringe time desired:

Time from _____ am / pm
 to _____ am / pm

vacation sick illness in family
 other _____

Authorized Approval _____ Date _____

PP # _____



Employee _____

Work Date _____

Was employee at work? yes no *If yes, explain:*

arrived at _____ left at _____
 (took lunch? yes no)

didn't swipe **at all**
 didn't swipe **in** didn't swipe **out**

Reason: _____
 swipe machine didn't record time in/out

If no, indicate type of fringe time desired:

Time from _____ am / pm
 to _____ am / pm

vacation sick illness in family
 other _____

Authorized Approval _____ Date _____