



**Eagle Mountain Saginaw ISD  
KRONOS AUTHORIZATION FORM**

<b>Employee Name:</b>		<b>Campus/Dept:</b>	
<b>Supervisor:</b>		<b>Pay Period Month:</b>	
<b>Record your missed punch below, sign and return to your supervisor.</b>			
<b>Date:</b>	<b>In Time:</b> AM/PM	<b>Punch Missed:</b>	<b>Reason:</b> <input type="checkbox"/> <b>Forgot</b> <input type="checkbox"/> <b>System Down</b> <input type="checkbox"/> <b>Other:</b> <b>Explain:</b>
/	<b>Out Time:</b> AM/PM	<b>Punch Missed:</b>	<b>Reason:</b> <input type="checkbox"/> <b>Forgot</b> <input type="checkbox"/> <b>System Down</b> <input type="checkbox"/> <b>Other:</b> <b>Explain:</b>
/	<b>In Time:</b> AM/PM	<b>Punch Missed:</b>	<b>Reason:</b> <input type="checkbox"/> <b>Forgot</b> <input type="checkbox"/> <b>System Down</b> <input type="checkbox"/> <b>Other:</b> <b>Explain:</b>
/	<b>Out Time:</b> AM/PM	<b>Punch Missed:</b>	<b>Reason:</b> <input type="checkbox"/> <b>Forgot</b> <input type="checkbox"/> <b>System Down</b> <input type="checkbox"/> <b>Other:</b> <b>Explain:</b>
<b>Comments:</b>			
<b>Other Adjustment:</b>			
<input type="checkbox"/> <b>Wrong Badge number used</b> <input type="checkbox"/> <b>Original Punch changes:</b> <b>Date:_____ Original Time:_____AM/PM   Changed to:_____AM/PM Reason for change: _____</b>  <input type="checkbox"/> <b>Other, please specify:</b>			
<b>Employee Signature:</b>			<b>Date:</b>
I certify that the punches reported above represent the punches missed in Kronos			
<b>Supervisor Approval:</b>			<b>Date:</b>
I confirm that I have first-hand knowledge or other suitable means of verifying the work performed by the employee.			

**Definitions:**

- \*\* *In Time* – Actual time the In punch should reflect on Timecard      \*\* *Punch Missed* - Start of Day or In from Lunch.  
 \*\*\* *Out Time* – Actual time the Out punch should reflect on Timecard      \*\*\* *Punch Missed* - Out to Lunch, End of Day

**Note to time keeping manager:      All edits made must have a comment attached.      Original filed at Campus/Depart.**

If you have any questions, please call the Payroll Department at **817 232-0880** or email:

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