

# Kronos Exception Form

Name: \_\_\_\_\_ Employee Number: \_\_\_\_\_

Please correct my time and attendance record to reflect the following changes:

Date	Dept. #	Position	*Pay Code	Time In	Time Out	# of Hrs.	Explanation if Needed

Date: From \_\_\_\_\_ To \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Supervisor/Manager Signature: \_\_\_\_\_

\* Personal Leave / Stand-By / Call In (etc)