week of :							
Date:	Day of week:						
Clocked in Kronos? Y/N	Time clocked in:	Clocked in Kronos? Y/N	Time clocked in:	Clocked in Kronos? Y/N	Time clocked in:	Clocked in Kronos? Y/N	Time clocked in:
Clocked out Kronos? Y/N	Time clocked out:	Clocked out Kronos? Y/N	Time clocked out:	Clocked out Kronos? Y/N	Time clocked out:	Clocked out Kronos? Y/N	Time clocked out:
Missed lunch? Y/N	Recorded missed lunch? Y/N						
Missed break 1? Y/N	Recorded missed break 1? Y/N	Missed break 1? Y/N	Recorded missed break 1? Y/N	Missed break 1? Y/N	Recorded missed break 1? Y/N	Missed break 1? Y/N	Recorded missed break 1? Y/N
Missed break 2? Y/N	Recorded missed break 2? Y/N	Missed break 2? Y/N	Recorded missed break 2? Y/N	Missed break 2? Y/N	Recorded missed break 2? Y/N	Missed break 2? Y/N	Recorded missed break 2? Y/N
Missed break 3? Y/N	Recorded missed break 3? Y/N	Missed break 3? Y/N	Recorded missed break 3? Y/N	Missed break 3? Y/N	Recorded missed break 3? Y/N	Missed break 3? Y/N	Recorded missed break 3? Y/N
Did Kronos prevent you		Did Kronos prevent you		Did Kronos prevent you		Did Kronos prevent you	
from recording any missed breaks? Y/N	Which ones?	from recording any missed breaks? Y/N	Which ones?	from recording any missed breaks? Y/N	Which ones?	from recording any missed breaks? Y/N	Which ones?
Circle all that apply:	Filled out request	Circle all that apply:	Filled out request	Circle all that apply:	Filled out request	Circle all that apply:	Filled out request
•Weekend	to modify Kronos timecard? Y/N						
• PTO/annual	uniecardi 1/14	•PTO/annual	uniecardi 1/10	•PTO/annual	chilecard? I/N	•PTO/annual	unecardi 1/14
•Charge	(attach copy)						
Callback		Callback		Callback		Callback	
•Low census		•Low census		•Low census		•Low census	
•Bonus shift		•Bonus shift		•Bonus shift		•Bonus shift	
•Education		•Education		•Education		•Education	
			1				•
Date:	Day of week:	Date:	Day of week:	Date:	Day of week:		
Clocked in Kronos? Y/N	Time clocked in:	Clocked in Kronos? Y/N	Time clocked in:	Clocked in Kronos? Y/N	Time clocked in:		
Clocked out Kronos? Y/N	Time clocked out:	Clocked out Kronos? Y/N	Time clocked out:	Clocked out Kronos? Y/N	Time clocked out:		
Missed lunch? Y/N	Recorded missed lunch? Y/N	Missed lunch? Y/N	Recorded missed lunch? Y/N	Missed lunch? Y/N	Recorded missed lunch? Y/N		
	Recorded missed		Recorded missed		Recorded missed		
Missed break 1? Y/N	break 1? Y/N Recorded missed	Missed break 1? Y/N	break 1? Y/N Recorded missed	Missed break 1? Y/N	break 1? Y/N Recorded missed		
Missed break 2? Y/N	break 2? Y/N	Missed break 2? Y/N	break 2? Y/N	Missed break 2? Y/N	break 2? Y/N		
	Recorded missed		Recorded missed		Recorded missed		
Missed break 3? Y/N	break 3? Y/N	Missed break 3? Y/N	break 3? Y/N	Missed break 3? Y/N	break 3? Y/N		
Did Kronos prevent you		Did Kronos prevent you		Did Kronos prevent you			
from recording any missed breaks? Y/N	Which ones?	from recording any missed breaks? Y/N	Which ones?	from recording any missed breaks? Y/N	Which ones?		
Circle all that apply:	Filled out request	Circle all that apply:	Filled out request	Circle all that apply:	Filled out request		
•Weekend	to modify Kronos	•Weekend	to modify Kronos	•Weekend	to modify Kronos		
•PTO/annual	timecard? Y/N	•PTO/annual	timecard? Y/N	•PTO/annual	timecard? Y/N		
		5 C					
•Charge	(attach copy)	•Charge	(attach copy)	•Charge	(attach copy)		
•Callback		Callback		•Callback			
•Low census		•Low census		•Low census			
•Bonus shift		•Bonus shift		•Bonus shift			
 Education 		•Education		 Education 			

Week of :