Week of :_____

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

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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 2? Y/N	Recorded missed break 2? Y/N
Missed break 3? Y/N	Recorded missed break 3? Y/N
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Missed break 2? Y/N	Recorded missed break 2? Y/N
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