



**MidHudson
Regional Hospital**

Westchester Medical Center Health Network

Missed Punch Form

Name: _____

Date: _____ Time: _____ AM / PM

☐ In-Punch

☐ Out-Punch

Reason for Missed Punch:

- ☐ Failed to Punch
- ☐ Failed to Bring Badge
- ☐ Lost Badge
- ☐ *Badge "Read" Error Message: _____
- ☐ *Clock Not Working: Clock # _____
- ☐ Planned Power Outage

Other: _____

Employee Signature: _____

Manager Signature: _____

Manager Name: _____

***Please report all Badge Error Messages and Clock Issues
Email Kronos Help or
Call 493-2678**

The employee must report to his/her supervisor and complete a "Missed Punch Form" immediately after he/she was scheduled to report to duty.

Please return the manager approved /signed form to your TIMEKEEPER