



Punch Correction Slip

(For PKT Enterprises Employees)

Submit to payroll@pktenterprises.com by the end of the payroll period to ensure timely processing

PKT Enterprises requires employees to record all hours worked through Paychex Time and Attendance. Punch Correction Slips are not to be used as a substitute to this process. Punch Correction Slips are intended to correct errors and omissions on existing entries. Excessive use of Punch Correction Slips may result in disciplinary action. COMPLETE ALL FIELDS.

REQUIRED INFORMATION:

Employee Name: _____

Site Worked: _____

MISSED PUNCHES:

Date: ____/____/____

Choose one: IN OUT TIME: ____: ____ Choose one: AM PM

Choose one: IN OUT TIME: ____: ____ Choose one: AM PM

Choose one: DSP Training Sleep Non-Direct Care

Reason (required): _____

Supervisor Notified (required): _____ DATE/ TIME: _____ VIA: _____

DATE EMAILED TO PAYROLL@PKTENTERPRISES.COM: _____

Employee Approval:

I certify that the punches reported above represent the punches incorrect in my time report for this period.

Employee Signature: _____ Date: _____

By typing my name I am verifying that this represents my signature.