

HAZLEHURST CITY SCHOOL DISTRICT
119 Robert McDaniel Drive
Hazlehurst, MS 39083

Mr. Cloyd Garth Jr., Superintendent

Time Clock Exception

Name _____

Position _____

Day	Date	Time In	Lunch Out	Lunch In	Time Out
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					

Exception being made for the following reason:

- Failed to scan hand
- Clock would not scan hand
- Other- Please explain

Employee Signature _____ Date _____

INTEROFFICE USE ONLY

- Exception is approved and changes will be made in payroll
- Exception is NOT approved and NO changes will be made in payroll

Supervisor Signature _____ Date _____

Form MUST be signed by Direct Supervisor