Punch Exception Log
For Units Using a Timeclock or Web Timestamp

sodexo live!

Unit Number _____ Unit Name _____ Pay Period End Date _____

This form is to be used to report any timeclock or Web Timestamp punch exceptions. Below is a list of Punch Exception Reason Codes that require documentation from the employee:

- **(A) Employee Forgot to Clock In or Out**
- **(B) Employee Unable to Clock In or Out due to Schedule Issue**
- **(C) Missing Punch Found in Timecard**
- **(D) Correction to a Punch in Error**
- **(E) Technical Problem with Clock (if outage is longer than a day, use the Frontline Manual Timesheet)**
- **(F) Unable to punch with Employee ID # or SodexoLINK login credentials**
- **(G) Other - please explain**

Shift Date	Employee Name	Reason Code or Note	Missed/Correction to Punch Times				Initial		
			IN	Meal OUT	Meal IN	OUT	Emp	Mgr	Kronos

_____ _____
Manager's Signature   Date

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