

# Attendance Correction Form

## For Missed Punch

Use this **attendance correction form** to accurately report and rectify missed punch times in your employee attendance records. Document all missed punches and ensure your manager's approval before submission.

**Employee Name:**

**Employee ID / Number:**

**Date of Missed Punch:**

**Type of Missed Punch:**

-- Select --

**Correct Time (HH:MM AM/PM):**

**Reason for Missed Punch:**

**Employee Signature:**

**Date:**

**Manager Approval Signature:**

**Date:**

**Submit Correction**