

# EXCEPTION FORM

PLEASE PRINT

Employee Name: \_\_\_\_\_

Date to be explained/corrected: \_\_\_\_\_

- Check:  Central Office  Regency Park  
 Crest Drive  Ridgepoint  
 Dry Creek  Other: \_\_\_\_\_  
 Jefferson

In the space below explain what needs to be changed and the reason for the change or to explain an early/late clock in or out punch.

---

---

---

---

---

---

---

---

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature