

EXCEPTION FORM

PLEASE PRINT

Employee Name: _____

Date to be explained/corrected: _____

Check: ☐ Central Office ☐ Regency Park
☐ Crest Drive ☐ Ridgepoint
☐ Dry Creek ☐ North Highlands
☐ Jefferson ☐ Other: _____

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