

La Joya Independent School District
Kronos/Absence from Duty Adjustment Form

Employee Name: _____ Date Submitted: _____

Employee ID: _____ Campus/Dept: Memorial Middle School

Note: Please mark reason for missed punch

☐ Forgot to punch in
☐ Forgot to punch out
☐ Error message: _____
Specify _____

Other: _____

Examples:

05-111 Punch Rejected
06-2 Non-Home Employee

Missed Punch				
Date	IN	OUT	IN	OUT

Explanation: _____

			ABSENCE	
Date	Code	Full or Half Day	Reason	Code
			Personal/Family Illness	Sick 1
			Personal Leave	Person 1
			School Business	School Business
			Jury Duty	Jury
			Subpoena	Subpoena
			Military Leave	Military
			Other/Dock	Other
			Non-Contract Day (Contract Day 226 or Greater Only)	NCD

Employee's Signature: _____

Date: _____

Supervisor's Signature: _____

Date: _____

Note: Form needs to be turned in within 24 hours for processing

For TimeKeeper Use Only

Date Received: _____

Date Adjusted: _____

Adjusted By: _____