



**Judson Independent School District  
Missed Punch/ Absence From Duty**

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

Employee ID #: \_\_\_\_\_

Date form submitted: \_\_\_\_\_ Campus/Dept.: \_\_\_\_\_ Campus/Dept. # \_\_\_\_\_

**MISSED PUNCH - TIME CORRECTION SECTION**

Date	IN/ OUT (✓)	Punch Time	AM/ P (✓)	Reason Code
	<input type="checkbox"/> IN <input type="checkbox"/> OUT		<input type="checkbox"/> AM <input type="checkbox"/> PM	
	<input type="checkbox"/> IN <input type="checkbox"/> OUT		<input type="checkbox"/> AM <input type="checkbox"/> PM	
	<input type="checkbox"/> IN <input type="checkbox"/> OUT		<input type="checkbox"/> AM <input type="checkbox"/> PM	
	<input type="checkbox"/> IN <input type="checkbox"/> OUT		<input type="checkbox"/> AM <input type="checkbox"/> PM	
	<input type="checkbox"/> IN <input type="checkbox"/> OUT		<input type="checkbox"/> AM <input type="checkbox"/> PM	

**REASON CODES**

P1 = Failed Punch	P4 = Data Base Down	P7 = Failed to: S Use Soft Key	P8 = Bank Time
P2 = Lost Badge	P5 = No lunch Taken	F Use Function Key	
P3 = Clock down	P6 = Delete Punch		

Comments: \_\_\_\_\_

**ABSENCE FROM DUTY SECTION**

DATE	HOURS	LEAVE CODE

**LEAVE CODES**

101 = STATE SICK (Employed before 1996)	JD = JURY DUTY **
102 = EMPLOYEE/ FAMILY ILLNESS	MIL = MILITARY LEAVE ***
DIF = DEATH IN FAMILY	ADM = ADMINISTRATIVE LEAVE ****
106 = VACATION DAY	ADU = ADMINISTRATIVE LEAVE UNPAID ****
107 = PERSONAL *	SBL = SCHOOL BUSINESS LEAVE
CBL = CATE SCHOOL BUSINESS	OBL = OUT OF STATE BUSINESS LEAVE
COS = CATE OUT OF STATE BUSINESS LEAVE	WC = INJURY ON THE JOB

- \* DEC(LOCAL) Discretionary leave may not be taken for more than three consecutive days
- \*\* Attach certification of release and send to Payroll
- \*\*\* Attach a copy of orders and send to Payroll
- \*\*\*\* Must have approval from the Chief Human Resources Officer

Comments: \_\_\_\_\_

Payroll Phone Number: 210-945-5521

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_