

Disciplinary Consultation

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Employee Name *

JONATHAN CO



JONATHAN CO

Position Title

Electrical Shop Technician

S3S Representative

JOHN GONZALES

Issue Date *



10-10-2025

Description of Problem / Issue *

On September 3, 2025, Jonathan failed to complete and submit his daily timecard as required. This omission resulted in missed time for payroll processing. Both HR Director, Michelle Sherman, and Supervisor, Shop Manager John Gonzales, contacted Jonathan to remind him to complete his timecard prior to payroll submission.

2679 / 3000 remaining

Details of Action to be taken *

Hourly employees are expected to complete their timecards at the end of each workday to ensure accurate and timely payroll processing. Failure to do so disrupts payroll from finalizing and may result in delayed pay for employees. Jonathan is reminded that timecards must be completed and submitted daily. Future occurrences of failing to complete timecards as required will result in termination of employment. This serves as your final opportunity to comply with this requirement.

2519 / 3000 remaining

Employee's Input / Comments *

3000 / 3000 remaining

Employee Signature (Signature acknowledge Receipt Only) *

[Clear](#)



Signature Date

10-10-2025

S3S Representative Signature *

[Clear](#)



Signature Date

10-10-2025

[Cancel](#)

Notes

Attachments

