Limitless Solutions Software Design L.L.C.

Missed Punch Form

Employee Details

Name: _____Zeeshan Akhtar_____

Designation: _____Software Developer___

Department: _____IT_____

Record your missed punches, sign in and return to the HR Department.

DATE	TIME IN (am/pm)	TIME OUT (am/pm)
25-Jan-2022	09:15 AM	06:30 PM

Reason for the missed punch:
Forgot to punch

Employee Approval:

I certify that the punches reported above represent the punches missed on the Time Clock.

Employee Signature: _____   Date: _____26-Jan-2022_____

HR Purpose

Remarks: _____

_____   _____

    HR Approval Signature   **Date**

_____   _____

    MD Approval Signature   **Date**