**TIMEKEEPING EXCEPTION LOG**

Nonexempt employees are required to accurately clock in and out each workday and to report all hours worked. To ensure accurate recording of hours worked and payment of wages, this form is to be used by nonexempt employees to report any timekeeping exceptions. All timekeeping exceptions require voluntary acknowledgment and authorization from the employee. The primary purpose of this exception log is to document any missed punches or missed/interrupted meal periods and to ensure employees are paid for all time worked. This exception log should be completed by the employee and submitted to the employee’s supervisor by the end of the payroll period during which the timekeeping exception(s) occurred. Supervisors are not authorized to change employee timecards without the employee’s voluntary completion of this form.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Time of and Reason for Missed Punch** | **Time and Reason for Missed/Interrupted Meal Break (if applicable)** | **Length of Interruption (if applicable)** | **Employee Signature** | **Supervisor Signature** | **Date Exception Approved** |
| Example  8/12/19  8/15/19 | 7:00 am. Forgot to punch in since I was attending supervisory Training  N/A | N/A  12:00 pm. Supervisor requested that I work on urgent customer order. | N/A  15 minutes | Bob Smith  Jenny Smith | John Jacob  Rachel Green | 8/13/19  8/18/19 |
|  |  |  |  |  |  |  |

**Falsification of a time record is a violation of IDEX Code of Business Conduct and Ethics and is grounds for disciplinary action, up to and including termination. I certify that that the statements and information contained herein are true, accurate, and complete in all respects.**

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