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## Time Clock Exceptions

This form should be completed by the employee and then approved by the Store Manager, or acting Store Manager, and submitted at the end of the pay period. Use this form for failures to clock in/out, use of sick or vacation time, or any other exception to the normal work schedule. The online time clock is the official time recording system and employee punctuality, attendance and pay will be determined by the activity recorded unless this form is completed and submitted timely.

Cash Connection Location \_\_\_\_\_

Pay Cycle \_\_\_\_\_

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

Date	Exception Description	Correction Requested	Approved By

# CASH CONNECTION