

Form: HR-4500A

INDIVIDUAL TIME RECORD CARD
For
KRONOS TIMEKEEPING SYSTEM

Employee Name: _____ Employee Number: _____

Title: _____ School/Dept: _____

Week Beginning: _____ Week Ending: _____

Date	Start Time	End Time	Justification of absence/any change <i>(Examples - Missed Punch, Sick, Punch Rejected, Early/Late In or Out, etc.)</i>	Name of Substitute <i>(If Applicable)</i>

Employee's Signature

Date

Signature of Principal, Supervisor or Department Head

Date

Please submit the **HR-4500A and HR124's**, to the timekeeper each **week** for update in Kronos.
Thank you.