

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.***