

**La Joya Independent School District**  
**Kronos/Absence from Duty Adjustment Form**

Employee Name: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Employee ID: \_\_\_\_\_ Campus/Dept: \_\_\_\_\_

**Note: Please mark reason for missed punch**

- ☐ Forgot to punch in  
☐ Forgot to punch out  
☐ Error message: \_\_\_\_\_  
Specify \_\_\_\_\_

Other: \_\_\_\_\_

**Examples:**

05-111 Punch Rejected  
06-2 Non-Home Employee

<b>Missed Punch</b>				
<b>Date</b>	<b>IN</b>	<b>OUT</b>	<b>IN</b>	<b>OUT</b>

Explanation: \_\_\_\_\_  
\_\_\_\_\_

<b>ABSENCE</b>				
<b>Date</b>	<b>Code</b>	<b>Full or Half Day</b>	<b>Reason</b>	<b>Code</b>
			Personal/Family Illness	Sick 1
			Personal Leave	Person 1
			School Business	School Business
			Jury Duty	Jury
			Subpoena	Subpoena
			Military Leave	Military
			Other/Dock	Other
			Non-Contract Day (Contract Day 226 or Greater Only)	NCD

Employee's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Note: Form needs to be turned in within 24 hours for processing**

**For TimeKeeper Use Only**

Date Received: \_\_\_\_\_

Date Adjusted: \_\_\_\_\_

Adjusted By: \_\_\_\_\_

Revised: 01/16/2017