## MISSING / LOST BADGE

EMPLOYEE NAME		DATE
TIME IN		SUPERVISOR INITIAL
MEAL TIME: OUT	/IN	SUPERVISOR INITIAL
TIME OUT		SUPERVISOR INITIAL
NOTE: YOU MUST HAVE WHEN IT OCCURS, NOT.	3 THE SUPERVISOR INITI AT THE END OF YOUR SE	AL THE FORM AND VERIFY YOUR ARRIVAL TIME AND DEPARTURE TIME HFT. SLIP MUST BE TURNED IN THAT DAY.
,	MISSI	NG / LOST BADGE
EMPLOYEE NAME		DATE
TIME IN		SUPERVISOR INITIAL
: · · · · · · · · · · · · · · · · · · ·	-	SUPERVISOR INITIAL
TIME OUT		SUPERVISOR INITIAL
NOTE: YOU MUST HAVE WHEN IT OCCURS, NOT.	B THE SUPERVISOR INITI AT THE END OF YOUR SI	AL THE FORM AND VERIFY YOUR ARRIVAL TIME AND DEPARTURE TIME HFT. SLIP MUST BE TURNED IN THAT DAY.
•	MISSI	NG / LOST BADGE
EMPLOYEE NAME		DATE
TIME IN	· · · · · · · · · · · · · · · · · · ·	SUPERVISOR INITIAL
MEAL TIME: OUT	/IN	SUPERVISOR INITIAL
TIME OUT	· · · · · · · · · · · · · · · · · · ·	SUPERVISOR INITIAL

• NOTE: YOU MUST HAVE THE SUPERVISOR INITIAL THE FORM AND VERIFY YOUR ARRIVAL TIME AND DEPARTURE TIME WHEN IT OCCURS, NOT AT THE END OF YOUR SHIFT. SLIP MUST BE TURNED IN THAT DAY.

\* PLEASE SEE HR TO BE FNGER PRINTED FOR THE TIME CLOCK