



DIOCESE OF SACRAMENTO

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LAY PERSONNEL

February 8, 2021

To: Pastors, Agency Directors, Office Managers, School Principals, and Human Resources Representatives

FR: Anna Schiele

RE: **PT503 Punch Correction/Missing Punch Request Form**

As we continue to transition more sites to electronic timekeeping systems we have found the need to create a form for employees to use when an error has occurred with their timesheet. The PT503 Punch Correction/Missing Punch Request Form can be used by an employee to correct a punch that has been recorded incorrectly or to request the entry of a missing punch.

The employee will be responsible for completing the PT503 Form and providing it to the supervisor (in a similar manner as the PT501 Form). The supervisor will then be responsible for entering the correction into the timekeeping system. The original PT503 Form must be provided to the payroll department and a copy should be provided to the employee.

The PT503 Punch Correction/Missing Punch Request Form as been provided with this Memo for your ease but can also accessed by clicking the following link:

<https://www.scd.org/sites/default/files/2021-02/PT503-Punch-Correction-Missing-Punch-Request-Form.pdf>

If you have any questions or concerns please feel free to contact the Lay Personnel Department by phone at 916-733-0239 or by email at personnel@scd.org.

PUNCH CORRECTION/MISSING PUNCH REQUEST

EMPLOYEE NAME: _____ DEPT: _____

PAY PERIOD: _____

DATE	TIME	PUNCH TYPE	CHECK REASON			EXPLANATION
			FORGOT PUNCH	CORRECTION OF PUNCH	OTHER	
		<input type="checkbox"/> START WORK <input type="checkbox"/> END WORK <input type="checkbox"/> START MEAL <input type="checkbox"/> END MEAL				
		<input type="checkbox"/> START WORK <input type="checkbox"/> END WORK <input type="checkbox"/> START MEAL <input type="checkbox"/> END MEAL				
		<input type="checkbox"/> START WORK <input type="checkbox"/> END WORK <input type="checkbox"/> START MEAL <input type="checkbox"/> END MEAL				
		<input type="checkbox"/> START WORK <input type="checkbox"/> END WORK <input type="checkbox"/> START MEAL <input type="checkbox"/> END MEAL				
		<input type="checkbox"/> START WORK <input type="checkbox"/> END WORK <input type="checkbox"/> START MEAL <input type="checkbox"/> END MEAL				
		<input type="checkbox"/> START WORK <input type="checkbox"/> END WORK <input type="checkbox"/> START MEAL <input type="checkbox"/> END MEAL				

I authorize the correction to my electronic timecard for the selected pay period above.

EMPLOYEE SIGNATURE _____ DATE _____ SUPERVISOR SIGNATURE _____ DATE _____

NOTE: The Supervisor must enter the correction into the timekeeping system.

ORIGINAL TO: Payroll COPY TO: Employee

PT 503 (2/2021) Refer to Chapter III of the LAY PERSONNEL HANDBOOK for a description of the policy regarding Timekeeping.

PUNCH CORRECTION/MISSING PUNCH REQUEST

EMPLOYEE NAME: _____ DEPT: _____

PAY PERIOD: _____

DATE	TIME	PUNCH TYPE	CHECK REASON			EXPLANATION
			FORGOT PUNCH	CORRECTION OF PUNCH	OTHER	
		<input type="checkbox"/> START WORK <input type="checkbox"/> END WORK <input type="checkbox"/> START MEAL <input type="checkbox"/> END MEAL				
		<input type="checkbox"/> START WORK <input type="checkbox"/> END WORK <input type="checkbox"/> START MEAL <input type="checkbox"/> END MEAL				
		<input type="checkbox"/> START WORK <input type="checkbox"/> END WORK <input type="checkbox"/> START MEAL <input type="checkbox"/> END MEAL				
		<input type="checkbox"/> START WORK <input type="checkbox"/> END WORK <input type="checkbox"/> START MEAL <input type="checkbox"/> END MEAL				
		<input type="checkbox"/> START WORK <input type="checkbox"/> END WORK <input type="checkbox"/> START MEAL <input type="checkbox"/> END MEAL				
		<input type="checkbox"/> START WORK <input type="checkbox"/> END WORK <input type="checkbox"/> START MEAL <input type="checkbox"/> END MEAL				

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EMPLOYEE SIGNATURE _____ DATE _____ SUPERVISOR SIGNATURE _____ DATE _____

NOTE: The Supervisor must enter the correction into the timekeeping system.

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