



VeriTime Exception Notification Form

Please complete Sections 1 and 2 and submit to Payroll immediately if the sign in or sign out of VeriTime did not occur. Payroll will make the adjustment in VeriTime so that it can be included in the approval process.

Section 1. Employee: Complete and submit to Site/Department Secretary.			
Employee Information			
Employee Name:		Employee ID:	
Exception Information			
Exception Date:		Start Time:	
Site/Department:		End Time:	
Reason(s) for Exception: (Check all that apply)			
<input type="checkbox"/> Forgot to sign in/sign out <input type="checkbox"/> Received error message <input type="checkbox"/> Kiosk not working <input type="checkbox"/> Other (Please describe) _____			
For substitute employees:			
Confirmation #:		Substitute For:	
Employee Signature		Date	

Section 2. Site/Department Secretary: Verify Section 1 and submit to Payroll.	
Verified By:	
Secretary Signature	Date

Section 3. Payroll: Adjust VeriTime and place form in Timesheet File.	
Adjusted By:	
Payroll Signature	Date