

Employee Name:  Company:  Site:

Pay Day:  Total Hrs Worked:  Total Hrs Paid:  Missing Hrs:

Week One:  Hrs Worked:  Hrs Paid:

**Missing Pay**

Day	SUN	MON	TUE	WED	THU	FRI	SAT
Date	15	16	17	18	19	20	21
Time In		5:00 PM	5:00 PM	5:00 PM	5:00 PM	5:00 PM	
Time Out		1:00 AM	1:00 AM	12:30 AM	1:00 AM	1:00 AM	
Hours Worked		7.5	7.5	7	7.5	7.5	

Details  
Missing 2 hours of pay this week.

Week Two:  Hrs Worked:  Hrs Paid:

**Missing Pay**

Day	SUN	MON	TUE	WED	THU	FRI	SAT
Date	15	16	17	18	19	20	21
Time In		5:00 PM	5:00 PM	5:00 PM	5:15 PM	5:00 PM	
Time Out		1:00 AM	1:00 AM	1:00 AM	1:00 AM	1:00 AM	
Hours Worked		7.5	7.5	7.5	7.25	7.5	

Details  
Missing 15 minutes this week.

\* If you are missing pay, please have this schedule filled out with copy of the corresponding paystub.