

ATTENDANCE MACHINE NOT SCANNED FORM

Name/Department: Date:

Please tick (v) below:

Unable to scan face/palm today. Arrived at :

Did not scan face/palm on a previous day, on date :

Employee's signature VP/KS/Mgr Approval signature

Please fill in this form:

- *If you were unable to scan your face/palm or the machine was not capturing your face/palm **on the same day**, you do not need VP/KS/Mgr approval.*
- *If you were unable to scan your face/palm **on a previous day**, you need VP/KS/Mgr approval.*

Please give the completed form to the HR dept.