

## Kronos Punch Card Request Form

| This form acknowledges the request for a Kronos time-keeping punch c                | .U       | or       |
|---|----------|----------|
| Kronos Approver. Damaged or non-functioning cards must be returned to Payroll:      | Services | before a |
| replacement card is issued. Unused cards must also be returned to Payroll Services. |          |          |

New Card Re-Issue erv before a