

NEW YORK CITY HOUSING AUTHORITY

DATE: _____

TO: _____, **Timekeeper**

FROM: _____ **Kronos ID #** _____

SUBJECT: ALTERNATE TIME SHEET

I understand:

1. My ID card serves two purposes. It is the official NYCHA employee identification card as well as a time card. My ID card is to be carried at all times during working hours.
2. Disciplinary action may be taken if I continuously fail to properly use the Kronos time clock, including failure to swipe in or out.
3. If I use this Alternate Time Sheet, I must indicate my arrival and departure time(s) and both the name(s) and 4 digit location number(s) at which I was working. The location number can be found by pressing the F12 key at the time clock at the location worked.
4. The original of this form will be kept on file by my location for future reference during timekeeping audits.

I certify that the time(s) stated below correctly reflect(s) my attendance for _____
Date

Arrival Time at Location	Departure Time From Location	Location Name(s) and 4 Digit Location Number(s)

Reason for not using my Kronos identification card:

Employee's Signature _____ Date _____

Witnessed by _____ Date _____
(If other than Supervisor)

Supervisor's Approval _____ Date _____

(Supervisor's signature indicates approval for the time(s) and location(s) indicated above only. It is **not** approval for the failure to use the Kronos time clock.)

