

## ATTENDANCE INCIDENT REPORT

**To be completed and submitted the same day an attendance incident occurred.**

**Purpose:**

To record a missed punch or adjustment of clocking in and out of the Carewhen attendance system and identify the correct clock in and clock out times.

**Attendance Incident Reporting:**

1. Complete Attendance Incident Report fully.
2. Both Participant (Employer) and Caregiver (Employee) must sign.
3. Fax immediately **(734) 720-1002** (Same day of Incident)

Incident Date:		Incident Time:	
Participant\Employer:		Caregiver\Employee:	
PAS Id:		Payroll Id:	
Agency Id:			
Details of Attendance Incident:			
Revised Clock Time in:		Revised Clock Time out:	
Tasks Performed: (you may write out tasks performed or document the task id # as identified in the attendance system (Carewhen)).			
Visit\Progress Note:			
Participant\Employer:			Date:
Caregiver\Employee:			Date:

Attendance Incident Report must be fully completed, incomplete forms will not be processed. Form must be submitted with 24 hours of environmental or participant emergency situations in which you are unable to clock in or out.

If PAS receives this form after processing the current payroll period, there is no guarantee payment will be processed for the period that has been billed. Payment may be administered on the next payroll cycle.