Attendance Sheet

Department name _____ Date _____

Department number _____

Absence Codes:

A	Absence	**P**	Personal Day	**V**	Vacation	**T**	Tardy
H	Holiday	**U**	Unexcused Absence	**S**	Sick Day	**L**	Leave Early

Employee name	ID number	Date	Reason code	Total time absent

Supervisor Signature _____ Date _____

Route to: ☐ Payroll ☐ Timekeeping ☐ Human Resources

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