EMPLOYEE ATTENDANCE RECORD

Company: _____   Employee Name: _____

FISCAL YEAR 20____	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
JANUARY																															
FEBRUARY																															
MARCH																															
APRIL																															
MAY																															
JUNE																															
JULY																															
AUGUST																															
SEPTEMBER																															
OCTOBER																															
NOVEMBER																															
DECEMBER																															

DAYS NOT WORKED SHOULD BE SHOWN BY CODE AS FOLLOWS:

L = Late   **LE** = Leave Early   **V** = Vacation   **H** = Holiday   **S** = Sickness   **E** = Excused Absence   **U** = Unexcused Absence

LATE			LEAVE EARLY			ABSENT	
DATE	TIME IN	REASON	DATE	TIME OUT	REASON	DATE	REASON