EMPLOYEE ATTENDANCE TEMPLATE

PREPARED BY	MONTH AND YEAR	BUSINESS NAME
Karl Peter	January-2024	Alpha Inc.

In the box for each day of the week, type in the corresponding letter to indicate attendance status.

EMPLOYEE ATTENDED	Y
SICK / PTO	P
UNPAID PTO	U
NO SHOW / NO CALL	N
NON-WORKING / PUBLIC HOLIDAY	H

REPORT FOR:	MONTH	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Luiza Leveque		H	H	Y	Y	Y	Y	Y	N	N	P	P	Y	Y	Y	H	H	Y	Y	Y	Y
Sales Associate																					
Sales	REPORT TOTALS	Attended:		15		Sick/PTO:	5		Unpaid Leave:	5		Holiday/Non-work:	9		No Show / No Call:	2		Attendance %:	42%		
Suman Shine		P	P	U	U	Y	Y	Y	U	U	P	P	Y	Y	Y	H	H	Y	Y	Y	Y
Project Manager																					
Engineering	REPORT TOTALS	Attended:		19		Sick/PTO:	5		Unpaid Leave:	5		Holiday/Non-work:	3		No Show / No Call:	0		Attendance %:	59%		
Hiranur Fabbri		P	P	U	U	Y	Y	Y	U	U	P	P	Y	Y	Y	H	H	Y	Y	Y	Y
Senior Project Manager																					
Engineering	REPORT TOTALS	Attended:		15		Sick/PTO:	5		Unpaid Leave:	5		Holiday/Non-work:	7		No Show / No Call:	0		Attendance %:	47%		
Employee Name		U	Y	Y	P	P	Y	Y	U	U	Y	Y	P	U	U	U	U	U	U	Y	Y
Employee Title																					
Department Name	REPORT TOTALS	Attended:		13		Sick/PTO:	4		Unpaid Leave:	4		Holiday/Non-work:	5		No Show / No Call:	0		Attendance %:	50%		
Employee Name		H	Y	Y	P	P	Y	Y	H	H	Y	Y	P	H	H	H	H	H	H	Y	Y
Employee Title																					
Department Name	REPORT TOTALS	Attended:		15		Sick/PTO:	4		Unpaid Leave:	4		Holiday/Non-work:	12		No Show / No Call:	0		Attendance %:	43%		
Employee Name		Y	Y	H	H	U	Y	Y	N	N	H	H	P	U	U	U	U	U	U	Y	Y
Employee Title																					
Department Name	REPORT TOTALS	Attended:		6		Sick/PTO:	11		Unpaid Leave:	11		Holiday/Non-work:	5		No Show / No Call:	2		Attendance %:	17%		
Employee Name		Y	Y	U	U	U	Y	Y	N	N	H	H	P	U	U	U	U	U	U	Y	Y
Employee Title																					