

ATTENDANCE DOCUMENTATION

Form Ref: HR-ATT-004

Employee Name: _____

Employee ID: _____

Department: _____

Review Period: _____

DATE	CODE	TIME IN	TIME OUT	NOTES / REASON FOR ABSENCE	SUPERVISOR INIT.
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P - Present

V - Vacation

S - Sick Leave

U - Unexcused

L - Late/Tardy

H - Holiday

Employee Signature / Date

HR Representative Signature / Date