

TEAM ATTENDANCE STATUS

Department: _____

Week of: _____

Supervisor: _____

**TEAM MEMBER
NAME**

MON

TUE

WED

THU

FRI

| TEAM MEMBER NAME | MON | TUE | WED | THU | FRI |
|-----------------------------|------------|------------|------------|------------|------------|
|-----------------------------|------------|------------|------------|------------|------------|

P - Present **A** - Absent **L** - Late **WFH** - Remote **PTO** - Paid Time Off
Confidential - Internal Team Use Only