

ATTENDANCE COMPLIANCE TRACK

Form ID: HR-AC-2024

DEPARTMENT

SUPERVISOR

PAY PERIOD

EMPLOYEE NAME	ID NO.	DATE	CLOCK IN	CLOCK OUT	STATUS	COMPLIANCE NOTES / CORRECTIVE ACTION
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P - Present

L - Late/Tardy

EA - Excused Absence

UA - Unexcused Absence

LE - Left Early

AUTHORIZED SIGNATURE

COMPLIANCE REVIEW DATE

Print Template