

# PERSONNEL TRACKER

HR Department | Internal Record

Date: \_\_\_\_\_

| ID | EMPLOYEE NAME | DEPARTMENT | POSITION | START DATE | STATUS | NOTES / OBSERVATIONS |
|----|---------------|------------|----------|------------|--------|----------------------|
|----|---------------|------------|----------|------------|--------|----------------------|

001

Active

002

Active

003

On  
Leave

---

Authorized Signature

---

Review Date