EMPLOYEE ATTENDANCE RECORD

Company:	Employee Name:																														
FISCAL YEAR 20	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
JANUARY																															
FEBRUARY																															
MARCH																															
APRIL																															
MAY																															
JUNE																															
JULY																															
AUGUST																															
SEPTEMBER																															
OCTOBER																															
NOVEMBER																															
DECEMBER																															
DAYS NOT WORKED SHOULD BE SHOWN BY CODE AS FOLLOWS:																															
L = Late LE = Leave Early V = Vacation H = Holiday S = Sickness E = Excused Absence U = Unexcused Absence																															

	L	ATE		LEAV	E EARLY	ABSENT					
DATE	TIME IN	REASON	DATE	TIME OUT	REASON	DATE	REASON				