

EMPLOYEE ATTENDANCE RECORD

ABC Company
 Street Address
 City, State Zip
 Telephone and fax

For Year: _____
 Name: _____
 Employee Number: _____
 Social Security Number: _____

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
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Attendance Codes

X = Excused absence

S = Sick

UA = Unexcused absence

V = Vacation

JD = Jury Duty