

Attendance Log (annual)

Employee: _____

Year: _____

Month	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
Jan																															
Feb																															
March																															
April																															
May																															
June																															
July																															
Aug																															
Sept																															
Oct																															
Nov																															
Dec																															

Key: AOT=approved overtime, E=education, H=holiday, L=left early, PTO=approved day off (paid time off), R=regularly scheduled day off, S=called off sick or left sick after <2 hours from beginning shift, T=punched in >5 minutes from start of scheduled shift, UOT=unapproved overtime