

# Attendance Register for Operational Employees

Name \_\_\_\_\_ Employee Number \_\_\_\_\_

Pay Period: Start Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

School Assigned \_\_\_\_\_ End Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Date Month/Day		Reg. Hours	Absent Hours	Absent Code	Hrs. OT	OTDT Code	Hrs. D T	Absence/Overtime Detail
Sat.	/							
Sun.	/							
Mon.	/							
Tue.	/							
Wed.	/							
Thu.	/							
Fri.	/							
Sat.	/							
Sun.	/							
Mon.	/							
Tue.	/							
Wed.	/							
Thu.	/							
Fri.	/							
Totals								

Employee Signature \_\_\_\_\_

Supervisor Signature \_\_\_\_\_

Absent Codes

- 01 Sick
- 02 Vacation
- 03 Workman's Compensation
- 04 Family Death
- 05 No Show
- 06 Paternity
- 07 Religious
- 08 Jury Duty
- 09 Military
- 10 Unexcused
- 11 Family Illness
- 13 Personal Business

Overtime Codes

- A – Substitute for Absent Employee
- B – Building Rental by Outside Group
- C – School Program
- D – School Athletics
- E – Building Checks
- F – Special Request by Building Principal  
(Identify Activity in Absence/Overtime Column)
- G – Snow Removal
- H – Other