Employee Attendance Tracker

Company Name:	Month: January
Prepared by:	Year: 2023

January																															
Employee	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
Name	w	Т	F	S	S	Μ	Т	W	Т	F	S	S	Μ	Т	W	Т	F	S	S	Μ	Т	W	Т	F	S	S	Μ	Т	W	Т	F
Alice																															
Miguel																															
Taryn																															
Rebecca																															
Sam																															

Legend

P= Present **NW**= Non-Working Day **UA**= Unapproved Absence **O**= Other

S= Sick Leave **PTO**= Paid Time Off **V**= Vacation Leave **PL**= Parental Leave

Totals For January													
Employee	Р	NW	UA	S	ΡΤΟ	v	PL	0					
Alice													
Miguel													
Taryn													
Rebecca													
Sam													

Total Available Days Off													
Employee	Р	NW	UA	S	РТО	v	PL	0					
Alice													
Miguel													
Taryn													
Rebecca													
Sam													

Available Days Off To Be Carried Over To Next Month												
Employee	Р	NW	UA	S	РТО	v	PL	ο				
Alice												
Miguel												
Taryn												
Rebecca												
Sam												