

Monthly Attendance Report Instructions

1. **Month/Year** – Enter the month and year of the pay period being recorded.
2. **1st-15th** – Check this box if leave is being recorded for the first half of the month, otherwise leave blank.
3. **16th-31st** – Check this box if leave is being recorded for the second half of the month, otherwise leave blank.
4. **Corrected** – Check this box if a correction to a prior pay period is being recorded, if not leave blank.
5. **Personnel Identification Number** – Enter each employee Personnel Identification Number. This will only need to be done for new employees.
6. **Employee Name** – Enter the name of each employee. This will only need to be done for new employees.
7. **Code** – Enter the leave code under the appropriate day from the leave slip of the employee reporting leave.
8. **Hours** – Enter the number of leave hours used by the employee for the code in step 7.
Note: Repeat step 7 and 8 for all leave slips during the recorded period.
9. **Total Hours** – Enter the total number of hours of all leave type the employee used.
10. **Signed** – Have the agency director, or designee indicate their approval by signing the Monthly Attendance form in ink.
11. **Date** – Enter the date the agency director, or designee signed the form.