## Bi- 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.