STATE OF CALIFORNIA

DEPARTMENT OF GENERAL SERVICES

REPORT OF ADDITIONS OR CHANGES TO ATTENDANCE

GS 7 (REV 3-96) (AUTOMATED)

INSTRUCTIONS

1. Complete separate form for each reporting unit.
2. Names of employees should be listed in the same order as they appear on form STD. 672.
3. A separate line is to be used for each employee and for each date of absence.
4. Use the "Remarks" column to explain additions or corrections.
5. Be sure all items 1 - 10 are completed before forwarding to the Personnel Office.
6. Attendance Clerk and Manager/Office Chief are to sign in item number 3.

DATE COMPLETED
12/05/08

(1) AGENCY AND REPORTING UNIT NUMBER	(2) PAY PERIOD		(3) AUTHORIZED SIGNATURES	
	MONTH	YEAR	ATTENDANCE CLERK	OFFICE CHIEF

(4) SOCIAL SECURITY ACCOUNT NUMBER	(5) EMPLOYEE'S NAME		(6) POSITION NUMBER		(7) TIME BASE IF LESS THAN FULL TIME	(8) ABSENCE DATE	(9) ORIGINALLY REPORTED AS	(10) CHANGE TO	(11) REASON
	INITIALS	LAST NAME	CLASS CODE	SERIAL NUMBER					

PERSONNEL ASSISTANT *(Signature)*

DATE ATTENDANCE WAS RECORDED
05/12/08