

EMPLOYEE ATTENDANCE SUMMARY

1. EMPLOYEE'S NAME	2. SUPERVISOR'S NAME
3. DEPARTMENT, DIVISION, UNIT	
4. RECORDS OF ABSENCES: Sick Leave - <i>Red</i> Vacation - <i>Blue</i> Off Payroll - <i>Green</i> Holiday - <i>Brown</i> Personal Holiday - <i>Purple</i>	

STATE PAY PERIOD CALENDAR FOR 2022

NOTE: Holidays and pay periods may be subject to applicable memoranda of understanding statutes and regulations.
Hours for each pay period **INCLUDE** the holidays

S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
JANUARY 21 DAYS 168 HRS							FEBRUARY 21 DAYS 168 HRS							MARCH 22 DAYS 176 HRS							
						1			1	2	3	4	5				2	3	4	5	
2	3	4	5	6	7	8	6	7	8	9	10	11	12	6	7	8	9	10	11	12	
9	10	11	12	13	14	15	13	14	15	16	17	18	19	13	14	15	16	17	18	19	
16	17	18	19	20	21	22	20	21	22	23	24	25	26	20	21	22	23	24	25	26	
23	24	25	26	27	28	29	27	28	1					27	28	29	30	31			
30	31																				
APRIL 21 DAYS 168 HRS							MAY 22 DAYS 176 HRS							JUNE 22 DAYS 176 HRS							
						1	2	1	2	3	4	5	6	7				1	2	3	4
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11	
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18	
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25	
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30			
JULY 22 DAYS 176 HRS							AUGUST 22 DAYS 176 HRS							SEPTEMBER 22 DAYS 176 HRS							
						1	2			2	3	4	5	6				1	2	3	
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10	
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17	
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24	
24	25	26	27	28	29	30	28	29	30	31				25	26	27	28	29	30		
31	1																				
OCTOBER 21 DAYS 168 HRS							NOVEMBER 22 DAYS 176 HRS							DECEMBER 22 DAYS 176 HRS							
						1			1	2	3	4	5				1	2	3		
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10	
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17	
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24	
23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31	
30	31																				

ANALYSIS OF ABSENCE RECORD FROM _____ to _____	5. PERSONAL HOLIDAY Number of Hours _____
6. VACATION A. Number of Days _____ Number of Hours _____ B. Number of Different Times _____	7. SICK LEAVE This Employee Average Other Employees A. Number of Days _____ Number of Hours _____ B. Number of Different Times _____ C. Present Sick Leave Balance: Days _____ Hours _____
8. ABSENCE WITHOUT PAY A. Number of Days _____ Number of Hours _____ B. Number of Different Times _____	9. TOTAL ABSENCES A. Number of Days _____ Number of Hours _____ B. Number of Different Times _____
10. NUMBER OF WORKING DAYS IN THE PERIOD _____ NUMBER OF WORKING HOURS IN THE PERIOD _____	11. PERCENTAGE OF WORKING DAYS IN THE PERIOD _____ PERCENTAGE OF WORKING HOURS IN THE PERIOD _____

