

SUNY GENESEO
MONTHLY ATTENDANCE REPORT
MC AND PROFESSIONAL EMPLOYEES

NAME

MONTH/YEAR

PHONE

Enter the appropriate symbols, in quarter day segments,
on the date leave is used or a holiday is accrued.

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	<div style="display: flex; justify-content: space-between; padding: 5px;"> <div>V = Vacation S = Sick FS = Family Sick</div> <div>DRL = Deficit Reduction Leave AHU = Accrued Holiday Used HW = Holiday Worked</div> <div>HO = Holiday Observed T = Travel</div> </div>								

TOTALS:

Vacation

Sick

Family
Sick

Deficit
Reduction
Leave

Accrued
Holiday
Used

Holiday
Worked

Travel

Signed attendance reports should reach the Human Resources Office by the 10th of the following month.
Signatures certify that this time record represents a correct accounting for the specified period.

Employee Signature

Date

Supervisor Signature

Date

