



ATTENDANCE SHEET

Instructions for use:

- This attendance sheet is required under Commissioner's Standard #2 to be used by DECD employees to record details of attendance and where appropriate, absence.
• Details of actual time worked are not required to be entered.
• Where an employee attends the work site, please enter the code OD or the narration 'On Duty' in the STATUS column.
• Where an employee is absent on a particular day, please enter one of the following codes and / or narrations, where applicable, in the STATUS field as per the legend below.
• Leave application forms are to be completed for any absences, where appropriate, and forwarded to Shared Services SA Payroll.
• Details of any absences are to be recorded on the VL034 Monthly Leave Return, and a copy forwarded to Shared Services Payroll at the end of each month.
• Attendance Sheets are to be retained at work sites for a period of 7 years following completion.

Legend:

OD = on duty; AL = annual leave; SL = sick leave; SLNP = sick leave no pay; SP = special leave with Pay; SPNP = special leave no pay; LSL = long service leave; LNP = leave no pay; IT = interstate or intrastate travel; PH = public holiday; WH = working from home; or, WCN = worker's compensation.

DECD ID: [] Officer's Name [] Position []
Site name [] For month ending []

Table with 3 columns: Day, Date, Status. Multiple rows for days of the week (Monday-Friday) repeated several times.

Employer's Signature

Date

CERTIFICATION (to be completed by Authorising Officer)

Authorising Officer's name (please print)

Authorising Officer's Signature

Date