# 2015 **EMPLOYEE CALENDAR**

# **ABSENCE CODES**

## **OTHER CODES**

- U \_ Unexcused E - Excused
- L Late
- I Illness

X - Lay-Off

P - Personal

S - Suspended\* J - Jury

H - Holiday V - Vacation

D - Discipline\*

W - Warning\*

К	Revie	ew.	

COMP CODE NAME \_\_\_\_\_ ADDR1 \_\_\_\_\_ ADDR2 \_\_\_\_\_ ADDR3 \_\_\_\_\_ HIRE DATE \_\_\_\_\_CLK#\_\_\_

\*Document and place in employee's file. See reverse side.

EEDDIIADV

JANUARY

SUN	MON	TUE	WED	THU	FRI	SAT
				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

TUE WED

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23

30

FRI

3

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17

24

SAT

4

11

18

25

FEBRUART								
SUN	MON	TUE	WED	THU	FRI	SAT		
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		

MAY						
SUN	MON	TUE	WED	THU	FRI	SAT
					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						

APRIL SUN MON

5

12

19

26

JULY SUN MON TUE WED THU FRI SAT 2 3 4 1 7 8 10 11 5 6 9 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 29 27 28 30 31

### **OCTOBER**

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_	SUN	MON	TUE	WED	THU	FRI	SAT
					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

SUN	MON	TUE	WED	THU	FRI	SAT
						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					

### NOVEMBER

AUGUST

SUN	MON	TUE	WED	тни	FRI	SAT		
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							

# PAYROLL XPRESS, L.L.C.

#### MARCH

SUN	MON	TUE	WED	THU	FRI	SAT
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				

JUNE	JUNE								
SUN	MON	TUE	WED	THU	FRI	SAT			
	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							

#### SEPTEMBER

SUN	MON	TUE	WED	тни	FRI	SAT
		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			

#### DECEMBER

SUN	MON	TUE	WED	тни	FRI	SAT
		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		

The primary function of this form is to give an "At-a-glance" evaluation of an employee's performance and should be maintained daily in employee's department by the supervisor. You are encouraged to include Additional Codes applicable to your company in utilizing this form as an invaluable management tool. \*In each of these cases, and other situations as necessary, a detailed explanation is required.

## **IMPORTANT INCIDENTS: Record all facts, Initial & Date**

DATE	CODE	EXPLANATION	INITAL
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