**Staff Attendance Register**

**Month:** \_\_\_\_\_\_\_\_\_\_\_  **Year:** \_\_\_\_\_\_\_\_\_\_\_

**Employee Name: Position:**

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| --- | --- | --- | --- | --- | --- |
| **No.** | **Date** | **Day** | **Time In** | **Time Out** | **Remark** |
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**Status Codes:**

**P** – Present

**A** – Absent (Unplanned)

**AL** – Annual Leave

**SL** – Sick Leave

**EL** – Emergency Leave

**L** – Late Arrival

**ED** – Early Departure