

DAILY ATTENDANCE FORM

This form may be used optionally as requested to record employee daily attendance. This form is NOT to be used for time reporting for payroll purposes. This form is available on the Human Resource Services web site forms page as an Adobe™ form that can be filled out on-screen and then printed and submitted to Human Resource Services. The forms page is available at the following link: <http://www.marshall.edu/human-resources/forms/>. Time amounts are expressed in hours and quarter hours rounded. For example: One hour and fifteen minutes is 1.25 hours.

Employee name (print)			
Department			
Date			
Worked full day this date?	[<input type="checkbox"/>] YES [<input type="checkbox"/>] NO		
If less than full day	Work Start Time:		Work Ending Time:
Total hours away from work (if applicable)			Hours

If absent for any portion of this date, how is time charged?

Annual leave		Hours
Sick leave		Hours
Leave without pay		Hours
Military leave		Hours
Jury/witness leave		Hours
Non-FMLA leave without pay		Hours
Other leave (specify type)	Hours	Type:
Is any absence this date chargeable to FMLA?	[<input type="checkbox"/>] YES [<input type="checkbox"/>] NO	
If yes, amount chargeable to FMLA		Hours

NOTE: FMLA leave requires advance approval. FMLA leave can be leave with pay if the individual has sufficient accrued sick leave. Accrued annual leave may be used for FMLA time with approval of employee. FMLA leave will be leave without pay if/when FMLA leave is approved and there is not any accrued sick leave (and/or annual leave) available. FMLA leave is limited to 12 weeks per calendar year. Human Resource Services will advise employees on available/remaining FMLA time.

Employee's Signature	
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DISTRIBUTION: One completed copy to Human Resource Services. Employee keep one copy.
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