



THE UNIVERSITY OF
WINNIPEG

Human Resources

EMPLOYEE ATTENDANCE REPORT

Absence/Time Earned Codes - Please use the following assigned Codes

V	Vacation/DWOP	C	Bereavement/Compassionate
S	Sick Leave		
BT	Banked Overtime Taken - <i>Must be Earned prior to be Taken</i>		
BE	Banked Overtime Earned - <i>Replaces the Monthly Banked time report</i>		
O	Other - <i>Must have an explanation in Other Absence Notes below</i>		
U	Unpaid Leave of Absence - <i>Complete Unpaid Absence Form & submit to Payroll</i>		

Department No.

Department Name:

Supervisor:

Month & Year:

Other Absence Notes:

Full Name	Emp. #		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	
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Date Submitted:

Authorized by:

Title: