

# Download Tardy Forms For Employees

An employee attendance form can be used as a reference if there is a need to review the number of employees that are needed to be present per day and the specific schedules in which they are providing the operational needs of the business. This is very important for business planning and strategic development for the next operational year. This sample written reprimand would be issued to a non-performing employee so they understand the gravity of the problem their failure to perform is creating. In a role that requires consistent attendance and every workstation populated 24/7, a late employee is a significant detriment to completing the work. Employee attendance record. This visual tracker template will allow you to track the attendance of each of your employees at a glance. This is an accessible template. tardy partial hrs worked other if other, explain below explanation / summary: discipline transportation leave of absence death in family jury duty/court fmla other personal medical appt unknown employee tardy / absentee form employee information explanation / reason sick family sick accident injury on job