



## EPIC Attendance Report Sheet

<b>Date:</b>	<b>Employee's Name:</b>
<b>Supervisor/Floor Lead Name:</b> _____ <b>Supervisor/Floor Lead Signature:</b> _____	
<b>Called Out:</b> ____ Yes ____ No <b>Reason:</b>	<b>Time of Call:</b>
<b>Arrived late for shift <u>without calling in.</u></b> <b>Reason:</b>	<b>Time of Arrival:</b> <b>Shift Start Time:</b>
<b>Called in Tardy before start of shift.</b> <b>Reason:</b>	<b>Time of Call:</b> <b>Shift Start Time:</b>
<b>Employee Voluntarily Ended Shift Early</b>	<b>Time Shift Ended:</b>
<b>Employee took late lunch</b> <b>Reason:</b>	<b>Time Employee Went to Lunch:</b> <b>Scheduled Lunch Time:</b>
<b>Other:</b>	

This report is to supplement the established EPIC Attendance Policy. Once complete, the Supervisor/Floor Lead will place this report in Human Resource's in-box.