



Using Adobe to fill out ABSENTEE REPORT

**T. A. WOODS COMPANY**

**ABSENTEE REPORT**

Rev 2/13

1. Type in the Employees Name that is going to be Absent  
 2. Enter in Date & Time the message was taken

3. Enter who is taking the message  
 EMPLOYEE John Smith DATE 9/5/2017  
 MESSAGE TAKEN BY Jane Doe TIME 11:00AM

4. Tap the appropriate box

5. Enter the reason for being absent

Enter the Arrival/Leave time

6. Answer the questions appropriately

7. The Absent Employee needs to sign & date

8. Tap the appropriate box

9. Enter in any information if it is needed

10. Sign & Date  
 (For more information on how to create and use a drawn-out signature refer to the Adobe Manual)

**ABSENT/REASON:**

**TARDY/REASON:**  **ARRIVAL TIME:** \_\_\_\_\_

**EARLY LEAVE/REASON:** **LEAVE TIME:** 1:30  
 There was a family emergency.

Did the Employee Notify the Office or Field Per Company Policy? YES  NO

Employee Request PTO? YES  HOURS \_\_\_\_\_

\*Approval by Payroll.

Did the Employee Provide Proper Documentation? YES  NO

Attach documentation to Absentee Report

Employee Signature/Date John Smith 9/5/2017

**Disciplinary Measure Taken (If any):**

NO ACTION TAKEN; EMPLOYEE FOLLOWED COMPANY PROCEDURES

DISCUSSION WITH EMPLOYEE/RECORD CONTENTS OF DISCUSSION: \_\_\_\_\_

WARNING ISSUED; WARNING FORM MUST BE COMPLETED.

Superintendent requests Attendance check on employee.

Jane Doe  
 Signature of Person Taking Message

Mike Pence  
 Superintendent's Signature

9/5/2017  
 Date

9/5/2017  
 Date