Using Adobe to fill out ABSENTEE REPORT

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

T. A. WOODS COMPANY

ABSENTEE REPORT

EMPLOYEE John Smith DATE 9/5/2017

MESSAGE TAKEN BY Jane Doe TIME 11:00AM

Rev 2/13

☐ ABSENT/REASON:

4. Tap the appropriate box

5. Enter the reason for being absent

☐ TARDY/REASON: ARRIVAL TIME:

☒ EARLY LEAVE/REASON: LEAVE TIME: 1:30

There was a family emergency.

Enter the Arrival/Leave time

6. Answer the questions appropriately

Did the Employee Notify the Office or Field Per Company Policy?	YES ☒	NO ☐
Employee Request PTO? *Approval by Payroll.	YES ☐	HOURS
Did the Employee Provide Proper Documentation? Attach documentation to Absentee Report	YES ☐	NO ☒
Employee Signature/Date John Smith	9/5/2017	

7. The Absent Employee needs to sign & date

Disciplinary Measure Taken (If any):

8. Tap the appropriate box

☒ NO ACTION TAKEN; EMPLOYEE FOLLOWED COMPANY PROCEDURES

☐ DISCUSSION WITH EMPLOYEE/RECORD CONTENTS OF DISCUSSION:

9. Enter in any information if it is needed

☐ WARNING ISSUED; WARNING FORM MUST BE COMPLETED.

☐ Superintendent requests Attendance check on employee.

Jane Doe — Signature of Person Taking Message — 9/5/2017 Date

Mike Pence — Superintendent's Signature — 9/5/2017 Date

10. Sign & Date

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