

# Sample Reports Attendance Counts™

---

## Contents:

• Summary Report .....	Pg 2
• Full Detail Report .....	Pg 3
• Violations Report .....	Pg 4
• Incident Analysis Report .....	Pg 5
• Disciplinary Notice .....	Pg 6
• Absenteeism by Department: Detailed .....	Pg 7
• Absenteeism by Department: Chart .....	Pg 8
• FMLA Taken / Remaining Report .....	Pg 9

---

# Attendance Report - Summary

All employees who received 3% or more total absenteeism between Mar 5, 2000 and Sep 5, 2000

---

	Total Absenteeism	Points
<b>Carbon Coil</b> <span style="float: right;"><b>510300</b></span>		
0000010900 Eldridge, William	14.0%	6.0
0000010829 Grimsley, Robert B	4.1%	6.0
0000010603 Kubat, Cameron	14.1%	4.0
0000010598 Kuhns, Luis	5.9%	6.0
0000010584 Luke, Karen D	4.7%	5.5
0000010419 Mingo, Darlene	13.9%	8.0
0000010202 Wyss, Carl J	6.5%	6.0
<b>Engineering</b> <span style="float: right;"><b>501500</b></span>		
0000010899 Elmore, Alton D.	5.6%	7.0
0000010850 Graue, Matthew	4.7%	5.0
0000010512 Moody, Noe	4.0%	6.0
0000010500 Nance, Vicenta	6.6%	4.0
0000010428 Pearson, Robin	8.4%	8.0
0000010303 Safavian, Paulette	5.5%	7.0
0000010263 Szopa, William P	5.0%	6.0
<b>Inventory</b> <span style="float: right;"><b>503000</b></span>		
0000010415 Minton, Eric	10.5%	7.0
0000010352 Rush, Ek	3.3%	5.0
<b>Machine Shop</b> <span style="float: right;"><b>512000</b></span>		
0000010834 Demers, Delrico W	11.3%	1.0
0000010153 Fleming, Elmer	20.5%	3.0
0000010846 Grice, Bennie	3.5%	5.0
0000010411 Moore, Joe	10.1%	3.0
0000010433 Pearman, Doris	5.2%	8.0
0000010382 Platis, James A.	6.8%	0.0
0000010380 Powell, Kenneth A.	19.0%	10.0
0000010315 Riley, Wayne R	6.7%	0.0
0000010329 Vang, Raymond	4.2%	5.0
0000010244 Ventimiglia, Bradley T.	54.0%	0.0
<b>Maintenance</b> <span style="float: right;"><b>501400</b></span>		
0000010590 Lordgooei, Luis A.	7.4%	7.0
0000010349 Rutschilling, Antonio R.	6.9%	7.0
0000010275 Smith, Andre	5.7%	8.0
0000010256 Tobar, Aaron	3.2%	0.0

# Single Employee Report - Full Detail

Status for Employee 0000010999 through Sep 14, 1999. This report lists both excused and unexcused occurrences, as well as benefits.

				Hours Lost	Points
<b>0000010999 Palma, Richard</b>					
Available Time:	3,171.4 Hrs	Unexcused:	16 occs 68.9 Hrs 2.2 %		12.5
Productive Time:	3,102.5 Hrs	Excused:	1 occs 8.0 Hrs 0.3 %		
Difference:	68.9 Hrs	Total:	17 occs 76.9 Hrs 2.4 %		
Productivity Loss:	2.2 %	Benefits:	2 occs 16.0 Hrs 0.5 %		
Jun 25, 1998	** - Hired 6/25/1998				
Jun 25, 1998	** - Probation Start				
Aug 08, 1998	5 - Early Out			1:41	0.5
Aug 12, 1998	54 - Personal Day			8:00	0.0
Dec 01, 1998	** - Award: Perfect Attendance 9/2/98 to 11/30/98				
Jan 12, 1999	6 - Late In			0:14	0.5
Jan 20, 1999	85 - Weather (Excused)			1:15	0.0
Feb 21, 1999	6 - Late In			<del>0:00</del>	<del>0.0</del>
	<i>Deleted 3/2/99 by Carol</i>		<i>Forgot Badge. Approved by Mike</i>		
Mar 16, 1999	78 - No Call / No Show			8:00	2.0
Apr 03, 1999	58 - Company Business			8:00	0.0
May 18, 1999	76 - Medical Appointment			6:30	1.0
Jun 02, 1999	55 - Sick			8:00	1.0
Jun 09, 1999	69 - Early Out (Short Shift)			7:00	1.0
Jun 10, 1999	** - Violation: Verbal Warning (6 Pts) 6/10/98 to 6/9/99				
Jun 13, 1999	50 - Vacation			8:00	0.0
Jun 25, 1999	** - Probation End				
Jun 29, 1999	55 - Sick			8:00	1.0
Jul 01, 1999	80 - Absence (Unexcused)			8:00	1.0
Jul 02, 1999	** - Violation: Written Warning (8 Pts) 7/2/98 to 7/1/99				
Jul 08, 1999	6 - Late In			0:31	0.5
Jul 09, 1999	69 - Early Out (Short Shift)			5:45	0.0
	<i>Updated 4/17/99 by Carol</i>		<i>Pre-approved by Mike</i>		
Jul 28, 1999	79 - Transportation			2:00	1.0
Aug 01, 1999	55 - Sick			3:03	1.0
Aug 02, 1999	** - Violation: Final Warning (10 Pts) 8/2/98 to 8/1/99				
Aug 05, 1999	6 - Late In			0:03	0.5
Aug 07, 1999	79 - Transportation			8:00	1.0
Aug 16, 1999	5 - Early Out			0:53	0.5
Aug 17, 1999	** - Violation: Termination (12 Pts) 8/17/98 to 8/16/99				

---

# Violations Report

All employees receiving violations between Nov 22, 2010 and Nov 22, 2011

---

## Status

---

### Case Assembly

GVAUT2

#### Verbal Warning (10 Pts)

6/24/11	3049662	Anderson, Douglas	Closed by Randy on 6/25/11
10/7/11	3044644	Harvey, Cassandra L	Closed by joel on 10/8/11
3/28/11	3049569	Larsen, Michael P	Closed by Scott on 3/28/11
7/22/11	3049586	Marshall, Brian M	New
9/30/11	3049601	Mills, Todd E	Printed
5/25/11	3049626	Peterman, Brett A	Closed by James on 5/26/11
8/27/11	3049695	Vandenburg, Jerome J	Printed

#### Written Warning (12 Pts)

7/21/11	3049662	Anderson, Douglas	Closed by Randy on 7/22/11
6/8/11	3049569	Larsen, Michael P	Closed by Scott on 6/8/11
9/10/11	3049586	Marshall, Brian M	Closed by James on 9/11/11
10/5/11	3049601	Mills, Todd E	Closed by joel on 11/21/11
7/6/11	3049626	Peterman, Brett A	Closed by James on 7/9/11
9/29/11	3049695	Vandenburg, Jerome J	Closed by James on 10/1/11

#### Final Warning (14 Pts)

8/24/11	3049662	Anderson, Douglas	Closed by Randy on 8/24/11
7/8/11	3049569	Larsen, Michael P	New
8/27/11	3049626	Peterman, Brett A	Closed by James on 8/28/11

#### Termination (16 Pts)

7/29/11	3049569	Larsen, Michael P	Closed by Scott on 7/29/11
---------	---------	-------------------	----------------------------

### Compressor Assembly

GVDPLR

#### Verbal Warning (10 Pts)

9/15/11	3044591	Culey, Brian R	Closed by Randy on 9/18/11
3/28/11	3044119	Davis, Leroy	Closed by James on 3/29/11
6/8/11	3044674	Jensen, Brian K	Closed by Randy on 6/10/11
8/25/11	3049713	Wymer, Maria L	Closed by James on 8/27/11

#### Written Warning (12 Pts)

8/5/11	3044119	Davis, Leroy	Closed by James on 8/9/11
7/23/11	3044674	Jensen, Brian K	Closed by Randy on 7/24/11

---

# Incident Analysis Report

All employees for the date range Nov 22, 2010 to Nov 22, 2011. This report does not include all incident types.

---

	<u>Total Occurrences</u>	<u>Total Hours</u>	<u>Total Points</u>
<b>Case Assembly</b>			
<b>GVAUT2</b>			
<b>3049662 Anderson, Douglas</b>			
Vacation	7	56.0	0.0
Holiday	7	56.0	0.0
Personal Day	8	60.0	0.0
Sick	2	16.0	2.0
Birthday	1	8.0	0.0
Family Illness	1	8.0	1.0
FMLA	2	16.0	0.0
Left Early	3	12.8	3.0
No Call / No Show	3	24.0	6.0
Absent	2	16.0	2.0
Tardy	2	0.4	1.0
	<b>38</b>	<b>273.1</b>	<b>15.0</b>
<b>3044137 Blount, David L</b>			
Vacation	1	8.0	0.0
Holiday	7	56.0	0.0
Personal Day	1	8.0	0.0
	<b>9</b>	<b>72.0</b>	<b>0.0</b>
<b>3044644 Harvey, Cassandra L</b>			
Vacation	18	144.0	0.0
Holiday	7	56.0	0.0
Personal Day	4	32.0	0.0
Sick	8	64.0	8.0
Birthday	1	8.0	0.0
Company Business	1	8.0	0.0
FMLA	25	200.0	0.0
Left Early	3	17.3	3.0
Absent	1	8.0	1.0
Personal Leave	1	8.0	0.0
Medical Leave	2	16.0	0.0
	<b>71</b>	<b>561.3</b>	<b>12.0</b>
<b>3049569 Larsen, Michael P</b>			
Vacation	7	56.0	0.0
Holiday	7	56.0	0.0
Personal Day	3	24.0	0.0
Sick	14	112.0	14.0
Left Early	2	8.0	2.0

**To:** Wymer, Maria L  
 Badge #: 3049713  
 Department: GVDPLR Compressor Assembly

**From:** Human Resources

**Date:** November 22, 2011

**Subject:** Attendance: Written Warning

This notice is to inform you that you currently have accumulated 12 points on the Attendance Program. This notice will serve as your Written Warning.

The Attendance Program at Acme Tools Company states that any employee reaching 16 points within a 12 month period will be subject to discharge.

**Attendance History Detail:**

			<b>Hours</b>	<b>Points</b>
Mar 13, 2011	Sun	Sick	8:00	1.0
Apr 6, 2011	Wed	Left Early	6:30	1.0
Apr 7, 2011	Thu	Sick	8:00	1.0
Apr 17, 2011	Sun	Absent	8:00	1.0
Jul 5, 2011	Tue	Left Early	4:00	1.0
Jul 14, 2011	Thu	Sick	8:00	1.0
Aug 2, 2011	Tue	Left Early	5:00	1.0
Aug 30, 2011	Tue	Left Early	3:30	1.0
Aug 31, 2011	Wed	Left Early	7:25	1.0
Sep 15, 2011	Thu	Absent	8:00	1.0
Oct 13, 2011	Thu	Absent	8:00	1.0
<b>Totals:</b>			<b>74:25</b>	<b>11.0</b>

If you have any questions or comments regarding this notice, please see a Human Resources representative.

\_\_\_\_\_  
 Employee

\_\_\_\_\_  
 Supervisor

# Absenteeism by Department - Detailed

For the period Nov 22, 2010 through Nov 22, 2011. Calculations include terminated employees.

		Available Time (hrs)	Unproductive Time (hrs)	Productivity Loss
<b>Case Assembly</b>		<b>GVAUT2</b>		
	Anderson, Douglas	902.9	85.1	9.4%
	Blount, David L	902.9	0.0	0.0%
	Harvey, Cassandra L (01/17/11 to 11/22/11)	582.9	89.3	15.3%
	Larsen, Michael P	902.9	133.0	14.7%
	Marshall, Brian M	902.9	87.5	9.7%
	Peterman, Brett A	902.9	86.5	9.6%
	Sloan, John (01/12/11 to 11/22/11)	611.4	0.0	0.0%
	Vandenburg, Jerome J	902.9	65.0	7.2%
<b>Department Total:</b>		<b>6,611.4</b>	<b>546.5</b>	<b>8.3%</b>
<b>Compressor Assembly</b>		<b>GVDPLR</b>		
	Culey, Brian R	902.9	70.5	7.8%
T	Dakin, David S (11/22/10 to 08/04/11)	902.9	64.0	7.1%
	Davis, Leroy	902.9	146.2	16.2%
	Feehan, Scott P	902.9	7.8	0.9%
	Geister, Daniel L	902.9	44.0	4.9%
	Gross, Dennis C	902.9	0.0	0.0%
	Harvey, Lance K	902.9	53.3	5.9%
	Jensen, Brian K	902.9	99.0	11.0%
T	Mcginn, Kevin J (11/22/10 to 09/16/11)	902.9	102.0	11.3%
	Meilleur, Keith P	902.9	0.0	0.0%
	Osier, Eugene W	902.9	8.0	0.9%
	Wymer, Maria L	902.9	79.9	8.9%
<b>Department Total:</b>		<b>10,834.2</b>	<b>674.8</b>	<b>6.2%</b>
<b>Factory Operations</b>		<b>GVTAND</b>		
	Fox, Robert E	902.9	84.0	9.3%
	Frain, Andrew	902.9	0.0	0.0%
	Hancock, Martin D	902.9	5.0	0.6%
	Hart, Robert G	902.9	0.0	0.0%
	Mcroberts, Adeline B	902.9	49.0	5.4%
	Pollock, Michael J	902.9	0.0	0.0%
	Purcell, Anthony T	902.9	0.0	0.0%
	Purcell, Terra M	902.9	22.5	2.5%
<b>Department Total:</b>		<b>7,222.8</b>	<b>160.5</b>	<b>2.2%</b>
<b>Maintenance</b>		<b>GVTLRM</b>		
	Bissell, Skeeter D	902.9	4.0	0.4%
	Doolittle, Earl F	902.9	3.0	0.3%
	Gross, Jeffrey	902.9	0.0	0.0%
	Hoose, David E	902.9	74.5	8.3%





# FMLA taken/remaining report

All employees. Twelve months through Nov 21, 2011

		FMLA Hrs Taken	FMLA Hrs Remaining
<b>Case Assembly</b>			
<b>GVAUT2</b>			
3049662	Anderson, Douglas	16	464
3044137	Blount, David L	0	480
3044644	Harvey, Cassandra L	200	280
3049569	Larsen, Michael P	0	480
3049586	Marshall, Brian M	0	480
3049601	Mills, Todd E	0	ineligible
3049626	Peterman, Brett A	0	480
3049668	Sloan, John	0	480
3049695	Vandenburg, Jerome J	0	480
<b>Compressor Assembly</b>			
<b>GVDPLR</b>			
3044591	Culey, Brian R	0	480
3044119	Davis, Leroy	64	416
3044610	Feehan, Scott P	0	480
3049721	Geister, Daniel L	0	480
3044630	Gross, Dennis C	0	480
3044645	Harvey, Lance K	296	184
3044674	Jensen, Brian K	32	448
3049596	Meilleur, Keith P	0	480
3049618	Osier, Eugene W	0	480
3049713	Wymer, Maria L	0	480
<b>Deployment</b>			
<b>HPWQR</b>			
3044118	Balcome, Robert	0	ineligible
3049773	Crowley, Trisha	0	ineligible
3049720	Drake, Denise S	0	480
3049779	Dressander, Ashly	0	480
3044671	Imhoff, Peggy S	0	480
3049725	Ingraham, Kenneth	0	ineligible
<b>Factory Operations</b>			
<b>GVTAND</b>			
3044619	Fox, Robert E	200	280
3044620	Frain, Andrew	0	480
3044638	Hancock, Martin D	0	480
3044643	Hart, Robert G	0	480
3049595	Mcroberts, Adeline B	0	480
3049777	Ollander, Rory	0	ineligible
3049778	Packer, Elijah	0	ineligible
3049630	Pollock, Michael J	0	480
3049639	Purcell, Anthony T	0	480