

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

Attendance Report - Summary

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

	Total Absenteeism	Points
Carbon Coil 510300		
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
Engineering 501500		
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
Inventory 503000		
0000010415 Minton, Eric	10.5%	7.0
0000010352 Rush, Ek	3.3%	5.0
Machine Shop 512000		
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
Maintenance 501400		
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
0000010999 Palma, Richard					
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			0:00	0.0
	<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 and Awards Report

All employees receiving violations or awards between Jan 1, 1999 and Sep 1, 1999. This report does not include all violation and award types.

Status

Sub-Assembly

501130

Verbal Warning

5/2/99	0000010410	Morgan, Gregory	Ack'd by Carol on 5/6/99
4/10/99	0000010452	Pagan, Fannie	New
5/5/99	0000010327	Peterson, Eva	Ack'd by Carol on 5/24/99
4/3/99	0000010295	Shoots, John C	New
6/16/99	0000010276	Smith, Jozef	Ack'd by Carol on 6/1/99
6/17/99	0000010261	Szymanski, Doina	Ack'd by Carol on 7/1/99
6/27/99	0000010161	Williams, Don E	Printed

Written Warning

5/15/99	0000010410	Morgan, Gregory	Printed
4/12/99	0000010452	Pagan, Fannie	New
5/6/99	0000010327	Peterson, Eva	Ack'd by Carol on 5/24/99
4/4/99	0000010295	Shoots, John C	New
6/28/99	0000010161	Williams, Don E	Printed

Final Written Warning

4/17/99	0000010452	Pagan, Fannie	New
5/22/99	0000010327	Peterson, Eva	Printed
6/29/99	0000010161	Williams, Don E	New

Maintenance

501400

Verbal Warning

3/30/99	0000010590	Lordgooei, Luis A.	New
7/4/99	0000010399	Mcguire, Joseph	Ack'd by Carol on 7/6/99
6/6/99	0000010349	Rutschilling, Antonio R.	Ack'd by Carol on 6/7/99

Written Warning

5/4/99	0000010590	Lordgooei, Luis A.	New
6/24/99	0000010349	Rutschilling, Antonio R.	Printed

Final Written Warning

5/5/99	0000010590	Lordgooei, Luis A.	New
7/17/99	0000010349	Rutschilling, Antonio R.	New

Incident Analysis Report

All employees who received 7 or more Points between Jan 1, 2000 and Jun 1, 2000. This report includes all incident types.

	<u>Total Occurrences</u>	<u>Total Hours</u>	<u>Total Points</u>
Carbon Coil 510300			
0000010419 Mingo, Darlene			
51 - Holiday	2	16.0	0.0
52 - Bereavement	1	8.0	0.0
54 - Personal Day	2	16.0	0.0
55 - Sick	3	24.0	3.0
56 - Birthday	1	8.0	0.0
64 - FMLA (Short-Term)	17	136.0	0.0
69 - Early Out (Short Shift)	1	5.8	1.0
80 - Absence (Unexcused)	3	24.0	3.0
	30	237.8	7.0
Engineering 501500			
0000010899 Elmore, Alton D.			
50 - Vacation	1	8.0	0.0
51 - Holiday	2	16.0	0.0
54 - Personal Day	4	28.0	0.0
55 - Sick	3	24.0	3.0
63 - Family Illness	1	8.0	1.0
69 - Early Out (Short Shift)	3	12.8	3.0
80 - Absence (Unexcused)	2	16.0	2.0
	16	112.8	9.0
0000010428 Pearson, Robin			
51 - Holiday	2	16.0	0.0
54 - Personal Day	4	19.0	0.0
55 - Sick	6	48.0	6.0
58 - Company Business	2	16.0	0.0
78 - No Call / No Show	1	8.0	1.0
	15	107.0	7.0
0000010303 Safavian, Paulette			
51 - Holiday	2	16.0	0.0
54 - Personal Day	4	19.0	0.0
55 - Sick	5	40.0	5.0
56 - Birthday	1	8.0	0.0
62 - Error	1	5.0	0.0
69 - Early Out (Short Shift)	2	10.5	2.0
	15	98.5	7.0

To: Palma, Richard
 Employee # 0000010999
 Department: 510400 Warehouse

From: Human Resources

Date: September 14, 1999

Subject: Attendance: Final Written Warning

The purpose of this notification is to inform you that you have accumulated ten (10) points on the Attendance Program. This notice will serve as your Final Written Warning.

The Attendance Policy at Acme Tool Group states that any employee accumulating twelve (12) points in a rolling twelve (12) month period will be subject to discharge.

Attendance History Detail:

		Hours	Points
Aug 8, 1998	5 - Early Out	1:41	0.5
Jan 12, 1999	6 - Late In	0:14	0.5
Jan 20, 1999	85 - Weather (Excused)	1:15	0.0
Mar 16, 1999	78 - No Call / No Show	8:00	2.0
May 18, 1999	76 - Medical Appointment	6:30	1.0
Jun 2, 1999	55 - Sick	8:00	1.0
Jun 9, 1999	69 - Early Out (Short Shift)	7:00	1.0
Jun 29, 1999	55 - Sick	8:00	1.0
Jul 1, 1999	80 - Absence (Unexcused)	8:00	1.0
Jul 8, 1999	6 - Late In	0:31	0.5
Jul 9, 1999	69 - Early Out (Short Shift)	5:45	0.0
Jul 28, 1999	79 - Transportation	2:00	1.0
Aug 1, 1999	55 - Sick	3:03	1.0
Totals:		59:59	10.5

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

 Employee

 Supervisor

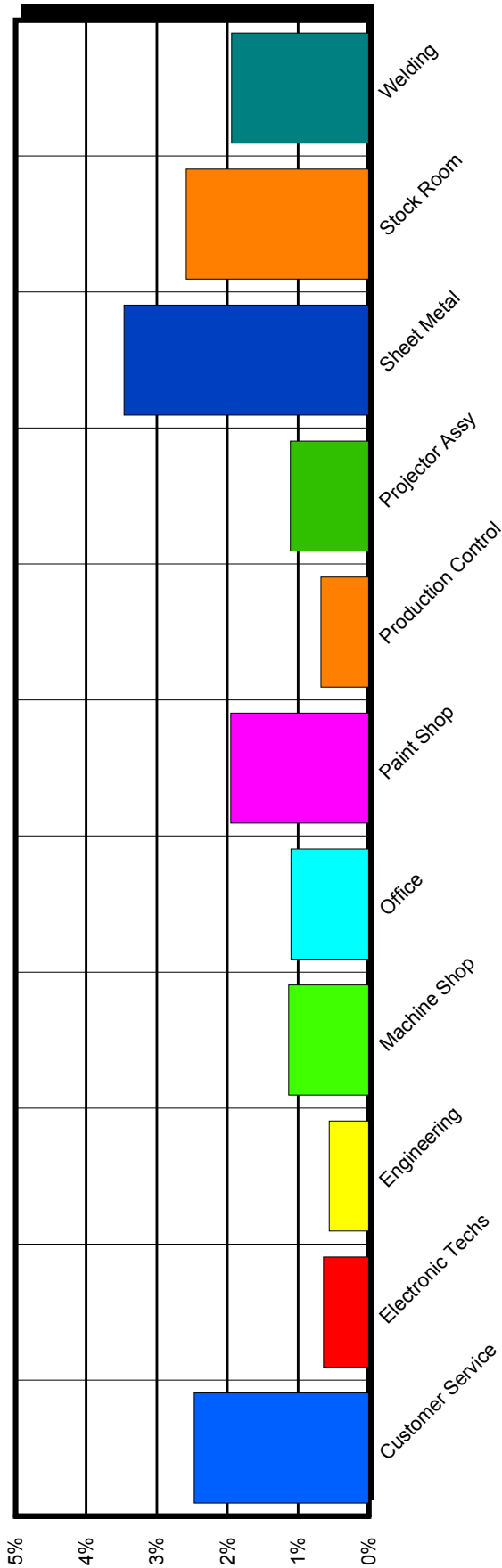
Absenteeism by Department - Detailed

For the period Oct 27, 2003 through Sep 8, 2004. Calculations include terminated employees.. This report includes selected departments only.

		<u>Available Time (hrs)</u>	<u>Unproductive Time (hrs)</u>	<u>Productivity Loss</u>
Console Assy		11008		
Adams, Timothy J.		816.0	6.2	0.8%
Anderson, Mark W.		816.0	0.5	0.1%
Fox, Rogena D.	(10/27/03 to 03/29/04)	348.0	85.9	24.7%
Lorenzen, Michelle E.		816.0	2.0	0.2%
Shields, Robert G.		860.0	3.7	0.4%
Department Total:		3,656.0	98.0	2.7%
Engineering		08001		
^T Bishop Jr., John F.	(10/27/03 to 04/22/04)	256.0	1.4	0.6%
Feehrmeyer, James R.		816.0	0.7	0.1%
McSorley, George E.		816.0	2.5	0.3%
^T Nissen, Kevrin	(04/09/04 to 04/26/04)	128.0	2.8	2.2%
Usatyuk, Vlad G.		816.0	8.4	1.0%
Department Total:		2,832.0	16.0	0.6%
Paint Shop		03005		
Blunt, Anna		743.0	29.1	3.9%
Burke, Donald P.		823.0	8.0	1.0%
Casebeer Jr., James A.		823.0	21.3	2.6%
Larsen, Anna M.		823.0	12.6	1.5%
Mackey, David	(04/26/04 to 09/08/04)	480.0	16.0	3.3%
^T Robinson, Chrissy	(10/27/03 to 11/05/03)	0.0	0.0	0.0%
Robinson, Terry E.		823.0	1.4	0.2%
Department Total:		4,515.0	88.0	2.0%
Sheet Metal		02002		
Barker, Raymond D.		816.0	0.7	0.1%
Culliver, Rodney		816.0	9.7	1.2%
Green, Michael J.		816.0	51.1	6.3%
Hammerly, Joseph W.		816.0	0.0	0.0%
Kendall, Lavern		816.0	39.5	4.8%
Morton, Robert A	(02/24/04 to 09/08/04)	640.0	18.0	2.8%
Reisis, Troy		816.0	57.4	7.0%
^T Rock, Sean	(03/08/04 to 04/06/04)	180.0	30.1	16.7%
Schorsch, Kirk T.		816.0	0.0	0.0%
Watson, LeRoy C.		816.0	48.1	5.9%
Department Total:		7,348.0	255.0	3.5%
Grand Total:		18,351.0	456.8	2.5%

Absenteeism by Department - Chart

For the period Oct 27, 2003 through Sep 1, 2004. Calculations include terminated employees.. This report includes selected departments only.



Department	Employee Count on 9/01/2004	Available Time (Hrs)	Unproductive Time (Hrs)	Productivity Loss
05002 Customer Service	3	2,448.0	60.4	2.5%
11004 Electronic Techs	3	2,272.0	14.6	0.6%
08001 Engineering	3	2,832.0	15.8	0.6%
02001 Machine Shop	18	14,230.0	161.3	1.1%
06001 Office	5	4,307.0	47.4	1.1%
03005 Paint Shop	6	4,515.0	88.3	2.0%
03001 Production Control	6	4,440.0	30.0	0.7%
11005 Projector Assy	9	7,093.0	78.7	1.1%
02002 Sheet Metal	9	7,348.0	254.6	3.5%
03003 Stock Room	6	4,938.5	127.7	2.6%
02003 Welding	3	2,704.0	52.5	1.9%
Grand Total:	71	57,127.5	931.1	1.6%