

EMPLOYEE INCIDENT TRACKING FORM

Employee Name: _____
(First) (Last)

Employee Number: _____

Can be used for listing verbal corrections and tracking tardiness, excused absences, minor dress code violations, etc.

- ◆ This form cannot be used as a substitute for Counseling Statement
- ◆ Employees late by an hour or more require an Attendance Counseling Form
- ◆ Unexcused absences also require an Attendance Counseling Form
- ◆ The employee must initial each recorded incident *unless* they have already signed a counseling statement regarding this incident.

[illegible]