

		ORGANISATIONAL/BUSINESS UNIT:		PTM&C				UNIQUE IDENTIFIER		240 - 76956536					
		<b>MONTHLY ATTENDANCE REGISTER</b> PERIOD: From: 1 November to 30 November 20								REVIEW DATE		May-20			
										REVISION		2			
		Employee Name: Teboho										Employee Unique Number: 4675468			
Normal working hours as locally agreed: 8		Meal interval/s From: 12h30				To: 13h00									
Year:		Signature	Starting Time	Finishing Time	Reason for Absence/ Absence Code	Normal Working Hours	Overtime Worked			Public Holidays Worked			Remarks		
Month:							From	To	Total hrs	From	To	Total hrs			
Date	Day of Week														
1	Sun														
Total Weekly:															
2	Mon	R.T. 07h30-16h00	07h30	16h00											
3	Tue	R.T. 07h30-16h00	07h30	16h00											
4	Wed	R.T. 07h30-16h00	07h30	16h00											
5	Thu	R.T. 07h30-16h00	07h30	16h00											
6	Fri	R.T. 07h30-16h00	07h30	16h00											
7	Sat														
10	Sun														
8															
9	Mon	R.T. 07h30-16h00	07h30	16h00											
10	Tue	R.T. 07h30-16h00	07h30	16h00											
11	Wed	R.T. 07h30-16h00	07h30	16h00											
12	Thu	R.T. 07h30-16h00	07h30	16h00											
13	Fri	R.T. 07h30-16h00	07h30	16h00											
14	Sat														
15	Sun														
Total Weekly:															
16	Mon	R.T. 07h30-16h00	07h30	16h00											
17	Tue	R.T. 07h30-16h00	07h30	16h00											
18	Wed	R.T. 07h30-16h00	07h30	16h00											
19	Thu	R.T. 07h30-16h00	07h30	16h00											
20	Fri	R.T. 07h30-16h00	07h30	16h00											
21	Sat														
22	Sun														
Total Weekly:															
23	Mon	R.T. 07h30-16h00	07h30	16h00											
24	Tue	R.T. 07h30-16h00	07h30	16h00											
25	Wed	R.T. 07h30-16h00	07h30	16h00											
26	Thu	R.T. 07h30-16h00	07h30	16h00											
27	Fri	R.T. 07h30-16h00	07h30	16h00											
28	Sat														
29	Sun														
Total Weekly:															
30	Mon	R.T. 07h30-16h00	07h30	16h00											
Total Weekly:															
TOTAL NUMBER OF HOURS WORKED:															
Codes to be used for ABSENCES / NOT AT WORK Annual Leave - A/L   Occasional Leave - O/L   Service Leave - SERV/L   Sick Leave - SICK/L   Contingency Leave - C/L (Motivate with Reason)   Maternity Leave - M/L   Adoption Leave - ADOP/L   Disciplinary Absence - D/A Special Leave - SPEC/L   Unpaid leave - U/L   Work from Home - WFH   Work from other office - WFO   Trade Union Leave - TU/L   Public Holiday - PH   Absent Without Leave - AWOL   Normal day off - NDO Study/Exam Leave - STUD/L   Time off in lieu of leave - TOIL   Time off in lieu of Overtime (BU employees) - TOIL-O   Time off in lieu of excess hours (managerial employees) - TOIL-E   Training/Seminar/Course - TRAINING															
ASSIGNED TIME CAPTURER					RECOMMENDED BY: AUTHORISED SUPERVISOR					APPROVED BY: AUTHORISED LINE MANAGER					
NAME					DATE:	NAME					DATE:	NAME			DATE:
SIGN.						SIGN.						SIGN.			
DESIGN.						DESIGN.						DESIGN.			

Note: \* Keep in file for roll call, record and evacuation purposes