

		ORGANISATIONAL/BUSINESS UNIT:		PDE/PTMC				UNIQUE IDENTIFIER		240 - 76956536			
		MONTHLY ATTENDANCE REGISTER PERIOD: From: 1 October to 31 October 20								REVIEW DATE		May-20	
										REVISION		2	
		ESKOM HOLDINGS SOC LIMITED											
Entries to be made by employees or if the employee is unable, the authorised employee/supervisor/manager													
Employee Name: Teboho		Normal working hours as locally agreed: 8				Meal interval/s From: 12h00		To: 13h00		Employee Unique Number: 4675468			
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	Thu	R.T. <i>[Signature]</i>	08h00	17h00									
2	Fri	R.T. <i>[Signature]</i>	08h00	17h00									
3	Sat												
4	Sun												
Total Weekly:													
5	Mon	R.T. <i>[Signature]</i>	08h00	17h00									
6	Tue	R.T. <i>[Signature]</i>	08h00	17h00									
7	Wed	R.T. <i>[Signature]</i>	08h00	17h00									
8	Thu	R.T. <i>[Signature]</i>	08h00	17h00									
9	Fri	R.T. <i>[Signature]</i>	08h00	17h00									
10	Sat												
11	Sun												
Total Weekly:													
12	Mon	R.T. <i>[Signature]</i>	08h00	17h00									
13	Tue	R.T. <i>[Signature]</i>	08h00	17h00									
14	Wed	R.T. <i>[Signature]</i>	08h00	17h00									
15	Thu	R.T. <i>[Signature]</i>	08h00	17h00									
16	Fri	R.T. <i>[Signature]</i>	08h00	17h00									
17	Sat												
18	Sun												
Total Weekly:													
19	Mon	R.T. <i>[Signature]</i>	08h00	17h00									
20	Tue	R.T. <i>[Signature]</i>	08h00	17h00									
21	Wed	R.T. <i>[Signature]</i>	08h00	17h00									
22	Thu	R.T. <i>[Signature]</i>	08h00	17h00									
23	Fri	R.T. <i>[Signature]</i>	08h00	17h00									
24	Sat												
25	Sun												
Total Weekly:													
26	Mon	R.T. <i>[Signature]</i>	08h00	17h00									
27	Tue	R.T. <i>[Signature]</i>	08h00	17h00									
28	Wed	R.T. <i>[Signature]</i>	08h00	17h00									
29	Thu	R.T. <i>[Signature]</i>	08h00	17h00									
30	Fri	R.T. <i>[Signature]</i>	08h00	17h00									
31	Sat												
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			
SIGN.					SIGN.					SIGN.			
DESIGN.					DESIGN.					DESIGN.			

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