

Attendance Report

Employee: Mitchell Admin

From: 05/01/2024

Until: 05/25/2024

| Date | Planned Hours | Leave Hours | Worked Hours | Overtime |
|------------|---------------|-------------|--------------|----------|
| 05/01/2024 | 8.0 | 0.0 | 0 | 0 |
| 05/02/2024 | 8.0 | 0.0 | 0 | 0 |
| 05/03/2024 | 8.0 | 0.0 | 0 | 0 |
| 05/04/2024 | 0 | 0.0 | 0 | 0 |
| 05/05/2024 | 0 | 0.0 | 0 | 0 |
| 05/06/2024 | 8.0 | 0.0 | 0 | 0 |
| 05/07/2024 | 8.0 | 0.0 | 0 | 0 |
| 05/08/2024 | 8.0 | 0.0 | 0 | 0 |
| 05/09/2024 | 8.0 | 0.0 | 0 | 0 |
| 05/10/2024 | 8.0 | 0.0 | 0 | 0 |
| 05/11/2024 | 0 | 0.0 | 9.13 | 0 |
| 05/12/2024 | 0 | 0.0 | 0 | 0 |
| 05/13/2024 | 8.0 | 0.0 | 0 | 0 |
| 05/14/2024 | 8.0 | 0.0 | 0 | 0 |
| 05/15/2024 | 8.0 | 0.0 | 0 | 0 |
| 05/16/2024 | 8.0 | 0.0 | 0 | 0 |
| 05/17/2024 | 8.0 | 0.0 | 0 | 0 |
| 05/18/2024 | 0 | 0.0 | 0 | 0 |
| 05/19/2024 | 0 | 0.0 | 0 | 0 |
| 05/20/2024 | 8.0 | 0.0 | 0 | 0 |
| 05/21/2024 | 8.0 | 0.0 | 0 | 0 |
| 05/22/2024 | 8.0 | 0.0 | 0 | 0 |
| 05/23/2024 | 8.0 | 0.0 | 0 | 0 |
| 05/24/2024 | 8.0 | 0.0 | 0 | 0 |
| 05/25/2024 | 0 | 0.0 | 0 | 0 |

| | |
|----------------|--------|
| Planned Hours | 144.0 |
| Leave Hours | 0 |
| Worked Hours | 9.13 |
| Overtime | 0 |
| Overtime Total | -15.91 |

Leave Allocations

| Description | Time Off Type | Allocation | Leaves Taken | Remaining |
|----------------------------------|-------------------|------------|--------------|-----------|
| From 01/06 09 days | Paid Time Off | 9 days | 0.0 | 5.0 days |
| From 01/05 10 days | Paid Time Off | 7 days | 0.0 | 7.0 days |
| Paid Time Off for Mitchell Admin | Paid Time Off | 1 days | 0.0 | 0.0 days |
| Functional Training | Training Time Off | 7 days | 0.0 | 0.0 days |