



Attendance Record Sheet

U.S. Department of Housing and Urban Development

Organization _____

Date _____

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Instructions: All employees shall be responsible for recording and certifying their arrival and departure times on this register on a daily basis. Employees shall sign in immediately prior to beginning work and sign out upon completion of the work day. Sign in and sign out shall be sequential. No employee will be required to sign out or sign in for the lunch period.

Arrival Time	Name	Departure Time	Name	Hours Absent (Less than 8 hours)		*Code	**Approved Overtime / Credit Hours Worked		*Code
				From	To		From	To	
	Print Name		Print Name	From	To		From	To	
	Signature		Signature	From	To		From	To	
	Print Name		Print Name	From	To		From	To	
	Signature		Signature	From	To		From	To	
	Print Name		Print Name	From	To		From	To	
	Signature		Signature	From	To		From	To	
	Print Name		Print Name	From	To		From	To	
	Signature		Signature	From	To		From	To	
	Print Name		Print Name	From	To		From	To	
	Signature		Signature	From	To		From	To	
	Print Name		Print Name	From	To		From	To	
	Signature		Signature	From	To		From	To	
	Print Name		Print Name	From	To		From	To	
	Signature		Signature	From	To		From	To	
	Print Name		Print Name	From	To		From	To	
	Signature		Signature	From	To		From	To	
	Print Name		Print Name	From	To		From	To	
	Signature		Signature	From	To		From	To	

Supervisor's Signature (indicates only that employee arrival and departure times are accurate) _____ Date _____

* Codes: A=Annual Leave S=Sick Leave L=LWOP E=Excused Absence CT=Comp. Time OT=Overtime Worked
O=Other (Court/Military) RA=Restored Annual Lv. CH=Credit Hrs. H=Holiday Worked COP=Injury Compensation

** The appropriate authorization form must be on file for all time recorded.

Use other side of this form for additional signatures.

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