

Diocese of Rockford – Attendance Spreadsheet

Instructions

The attendance spreadsheet was developed and is updated annually for Diocesan Administration staff. This format helps to make recording attendance fairly easy and straight-forward.

The Summary tab accumulates the monthly totals and time remaining for vacation, sick, personal, and bereavement time by employee. This page automatically updates its data from the individual employee pages. Please do not enter information into any of these cells as it will change the formulas.

Catholic Diocese of Rockford															
2017 Attendance															
Employee Attendance Record															
Last, Name 1															
2017	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.	Total Used	Total Alotted	Total Left
Vacation	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Personal	-	-	-	-	-	-	-	-	-	-	-	-	-	2.0	2.0
Sick	-	-	-	-	-	-	-	-	-	-	-	-	-	10.0	10.0
Bereavement	-	-	-	-	-	-	-	-	-	-	-	-	-	3.0	3.0

On the individual sheets:

Enter the employee's last name into Cell C3 and first name into Cell G3.

The screenshot shows an Excel spreadsheet with the following layout:

- Row 1:** Title "2017 Attendance Sheet" in cell A1.
- Row 2:** Section header "CODES" in cell M2.
- Row 3:** Input fields for "Last" (cell C3) and "Name 1" (cell G3).
- Row 4:** Input fields for "Last" (cell C4), "First" (cell G4), and "M.I." (cell I4).
- Row 6:** Summary section with "Annually: Used" (cell F6) and "Left" (cell H6).
- Row 7:** "Vacation Days: 0.0" (cell F7) and "0.0" (cell H7).
- Row 8:** "Personal Days: 2" (cell F8) and "0.0" (cell H8).
- Row 9:** "Sick Days: 10" (cell F9) and "0.0" (cell H9).
- Row 11:** "(hire date / /)" (cell A11).
- Row 12:** Monthly calendar headers for "JANUARY 2017" (cell D12), "FEBRUARY" (cell M12), and "MARCH" (cell V12).
- Row 15:** Calendar grid headers for each month (S, M, T, W, T, F, S).
- Row 16:** Calendar grid data for each month.
- Row 17:** Calendar grid data for each month.
- Row 18:** Calendar grid data for each month.
- Row 19:** Calendar grid data for each month.

CODES Legend:

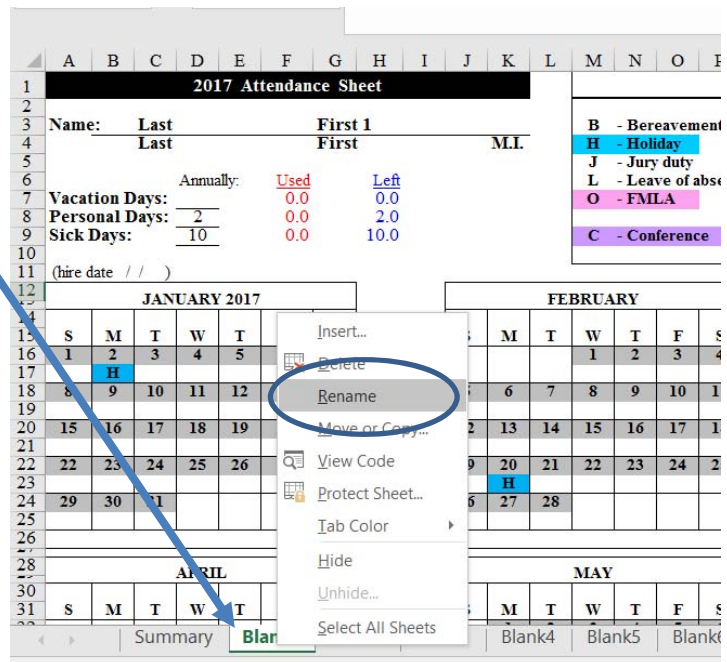
- B - Bereavement
- H - Holiday
- J - Jury duty
- L - Leave of absence
- O - FMLA
- C - Conference
- S - Sick (self)
- T - Half Sick Day
- P - Personal
- Q - Half Day Personal
- V - Vacation
- W - Half Vacation Day

Enter the number of Vacation, Personal, and Sick days allocated each year for this employee into Cells D7, D8, & D9.

Record days away from work for this employee on the calendars below. Enter the code to record the type of absence under the day of the absence (see the legend in the upper right hand corner of each employee sheet). You can also copy and paste the code from the legend into the specific date to keep the colors (i.e. C).

The summary sheet will update automatically based on the code chosen.

You can also rename the worksheet tabs at the bottom of the individual sheet by right clicking the worksheet name (i.e. Blank1) and selecting "Rename"



If you need to track more than eight employees:

The standard spreadsheet is capable of tracking eight employees. If you need more employees added to this spreadsheet, please contact the Finance & Administration Office for assistance.