

# 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 days, Personal days, Sick days, and Paid Personal Time hours 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													2024 Attendance		
Employee Attendance Record															
Last, First															
2024	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.	Total Used	Total Allotted	Total Left
Vacation	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Personal	-	-	-	-	-	-	-	-	-	-	-	-	-	2.0	2.0
Sick	-	-	-	-	-	-	-	-	-	-	-	-	-	10.0	10.0
Personal Time	-	-	-	-	-	-	-	-	-	-	-	-	-	40.0	40.0

On the individual sheets:

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

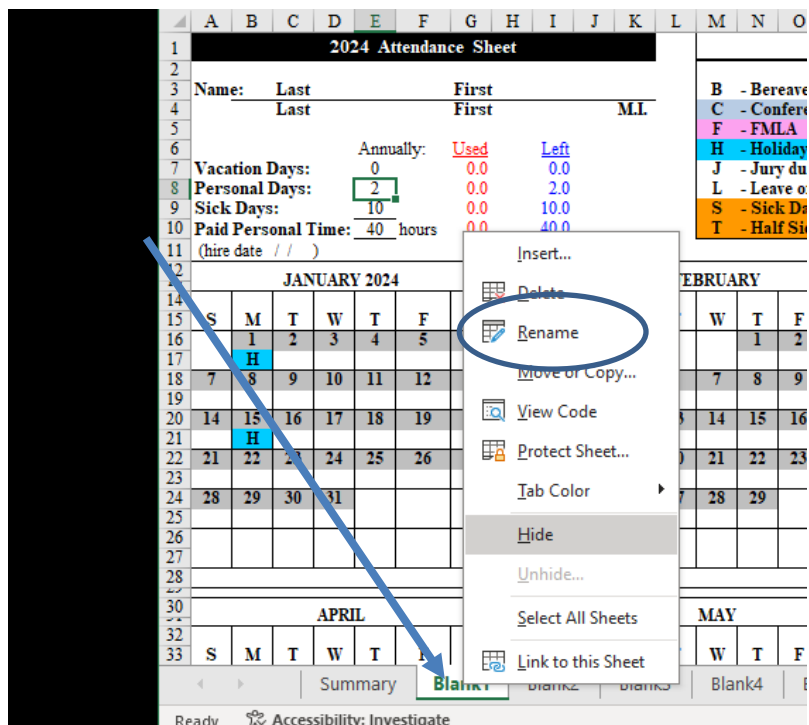
The screenshot shows the spreadsheet interface for the '2024 Attendance sheet'. At the top, there are columns for months from Jan. to Dec. and summary columns for Total Used, Total Allotted, and Total Left. Below this is a 'CODES' legend with various attendance codes and their descriptions. At the bottom, there are three monthly calendars for January, February, and March 2024. Blue arrows point to cells C3 and G3, indicating where to enter the employee's last and first names, respectively.

Enter the number of Vacation days, Personal days, Sick days and Paid Personal Time hours allocated each year for this employee into Cells E7, E8, E9 & E10.

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 nine employees:

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