

Retail Floor Staff Absence and Presence Report

Date: _____
Store Location: _____
Shift: _____
Supervisor: _____

Staff Presence

#	Staff Name	Position	Arrived	Departed	Remarks
1	_____	_____	_____	_____	_____
2	_____	_____	_____	_____	_____
3	_____	_____	_____	_____	_____

Staff Absence

#	Staff Name	Position	Reason for Absence	Notification Given	Remarks
1	_____	_____	_____	Yes / No	_____
2	_____	_____	_____	Yes / No	_____

Notes / Incidents

Supervisor Signature

Date