

SUMMARY REPORT ON ABSENCES, LEAVE AND LATE ARRIVALS BY DEPARTMENT

From 01/01/2022 To 31/12/2022

Page 1 / 1

Dept. code	Department	Absence	Late	Early	Sick	Personal	No. Punch in	No. Punch out
01	Admin	-	5.00	-	-	-	-	-
02	Human Resource	-	7.00	-	-	-	-	-
03	Information Technology	1.00	4.00	-	-	-	-	-
04	Sale and Marketing	-	13.00	-	-	1.00	-	-
05	Warehouse	-	3.00	-	-	-	-	-
06	Engineer	-	5.00	-	-	-	-	-
07	Accounting and Finance	-	5.00	-	-	-	-	-
08	Quality Check	-	-	-	-	-	-	48.00
09	Production	1.00	13.00	-	-	-	-	146.00

