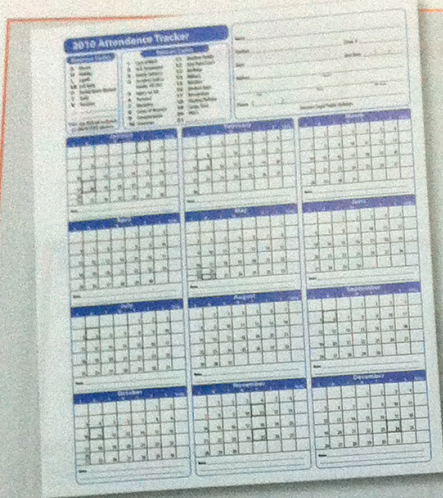


Attendance Forms



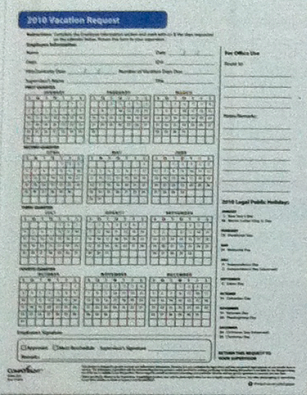
Track employee absenteeism

Record absences and late arrivals to help stop excessive absenteeism. The Attendance Tracker allows you to see a full year at a glance, January through December, calendar-style.

- Simple coding tracks absences and tardiness
- Room to note attendance-related disciplinary actions

ComplyRight™ 2010 Attendance Tracker

AR0811 Price Each \$41.99
50 sheets/pkg. Size: 8½" x 11".



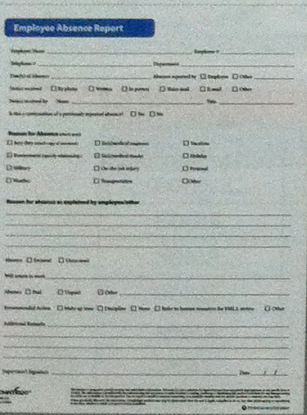
Avoid scheduling overlaps

Schedule vacations efficiently and conveniently with the Vacation Request form. The simple, calendar-style format helps you avoid vacation conflicts.

- Creates an easy system for vacation scheduling
- Ensures a consistent request and approval policy for all employees

ComplyRight™ 2010 Vacation Request

AR0861 Price Each \$29.99
50 sheets/pkg. Size: 8½" x 11".



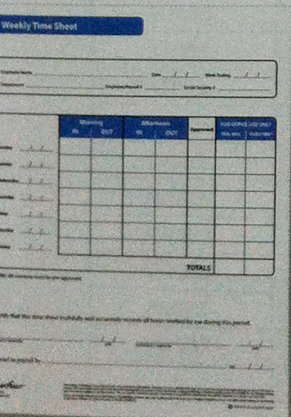
Simplify absence documentation

This form clearly states the who, when and why of absences. It allows you to keep consistent attendance records and helps record habitual patterns that may reveal the need for discipline.

- Provides specific reasons for absences, such as sick, vacation, holiday, military leave and on-the-job-injury
- Includes space to add your own reasons

ComplyRight™ Absence Report

AR0808 Price Each \$29.99
50 sheets/pkg. Size: 8½" x 11".



Comply with wage and hour laws

Employers are required by law to record all hours worked by non-exempt employees, so even if employees punch a clock or use timekeeping software, time sheets are an excellent backup.

- Provides crucial evidence and protects your company from a lawsuit decision in favor of the employee
- Includes a space for supervisor approval

ComplyRight™ Weekly Time Sheet

AR0372 Price Each \$29.99
50 sheets/pkg. Size: 8½" x 11".