

**Departmental Log - Attendance, Performance, & Behavior**

UNM ID:

Employee Name:

Department:

Supervisor Name:

Position:

Date	Day of the Week	Attendance			Performance	Behavior	Comments
		SL (non-FMLA)	LWOP	Tardy (tenths of an hour)			
<b>Total:</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>			

**Reviewed**

\_\_\_\_\_  
Employee Signature/Date

\_\_\_\_\_  
Employee Signature/Date

\_\_\_\_\_  
Employee Signature/Date

\_\_\_\_\_  
Employee Signature/Date

\_\_\_\_\_  
Supervisor Signature/Date

\_\_\_\_\_  
Supervisor Signature/Date

\_\_\_\_\_  
Supervisor Signature/Date

\_\_\_\_\_  
Supervisor Signature/Date

My signature affirms I have reviewed the issues noted with my supervisor but does not indicate acceptance or concurrence of the issues noted.