



Australian Islamic College

DAILY STAFF ATTENDANCE ADJUSTMENT FORM

ATTENTION: PLEASE SEE BACK PAGE FOR SPECIAL INSTRUCTIONS

1. STAFF FIRST NAME:		2. STAFF SURNAME	
3. CAMPUS:			
4. ADJUSTMENT FOR DAY:		5. ADJUSTMENT FOR DATE:	
PLEASE CHECK YOUR TIME ON THE AIC INFORMATION SYSTEM AND FILL IN BOTH FIELDS BELOW			
6. On the above day and date, my arrival time was:		7. On the above day and date, my departure time was:	
8. And / or I was away between: (OPTIONAL)(time)	and		
9. The reason for this adjustment: <i>(Late for personal reasons, attending PD etc.)</i>			
10. Staff Signature		11. Approval signature of head of area: <i>Please see back page for Details</i>	
		12. Head of Area Name:	
13. Received By Name: (Acting Principal)		14. Day:	
15. Signature:		16. Date:	
		17. Time:	

Head of areas please make sure that ALL fields are duly filled in and forms submitted to payroll department DAILY by **10.30AM**