**沈阳师范大学教职工 年 月考勤报表**

**单 位： 总人数： 出勤人数： 缺勤人数： 负责人： 经办人： 报表时间：**

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| **序号** | **姓 名** | **人员类别** | **出勤天数** | **缺勤天数** | **缺勤原因及是否停薪** | **序号** | **姓 名** | **人员类别** | **出勤天数** | **缺勤天数** | **缺勤原因及是否停薪** |
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| **本月变动人数及情况说明：** | | |  | | | | | | | | |

**说明：**1.缺勤天数为实际缺勤工作天数。

2.如有停薪人员（含调出、退休），从停薪下月起从此表中删除。

3.月考勤表须在每月26日前上报人事处，内容实事求是不得空缺，上报时须由各单位领导签字并加盖单位公章。