



COMPANY NAME HERE

LOCATION HERE
ADDRESS HERE
CONTACT HERE

ABSENTEE REPORT (WITHOUT PERMISSION)

From :	Monday 03 December, 2012	To:	Wednesday 05 December, 2012
Date	Name	Shift	Contact
Monday-3-December-2012			
Department : Food & Beverage			
03/12/2012	ADZOYI Philip Elom	3PM - 11PM	
Department : Front Office			
03/12/2012	APYESI Richand Ofoe	8AM - 5PM	
03/12/2012	OFFEI-DARKO Rose	3PM - 12PM	
03/12/2012	OWUSU-ANSAH Juliana	10PM - 7AM	
Department : Sales & Marketing			
03/12/2012	KORANKYE-ADDAI Elizabeth	8AM - 5PM	
Department : Conference and Banqueting			
03/12/2012	AMANFU Gifty	2PM - 11PM	
Department : Housekeeping			
03/12/2012	AVEMEGAH David Delasie	3PM - 12PM	
Department : Kitchen			
03/12/2012	DEKU Gideon	6AM - 3PM	
03/12/2012	AGBENORWU Prince	11AM - 7PM	
Department : Maintenance			
03/12/2012	MOLGA Cecilia	8AM - 5PM	
Tuesday-4-December-2012			
Department : Finance			
04/12/2012	MUNIFIEH Evelyn Pokuaa	8AM - 5PM	
04/12/2012	BORKETEY-LA Jerry-Mike	8AM - 5PM	
Department : Food & Beverage			
04/12/2012	ADZOYI Philip Elom	3PM - 11PM	
Department : Front Office			
04/12/2012	OKRONIPA Prince-Richard Koranteng	7AM - 4PM	
04/12/2012	BREMPONG Gideon Opoku	3PM - 12PM	
04/12/2012	APYESI Richand Ofoe	8AM - 5PM	
04/12/2012	OWUSU-ANSAH Juliana	7AM - 4PM	
Department : Sales & Marketing			
04/12/2012	BAANI Grace	8AM - 5PM	
04/12/2012	KORANKYE-ADDAI Elizabeth	8AM - 5PM	
Department : Kitchen			
04/12/2012	DEKU Gideon	6AM - 3PM	

Date	Name	Shift	Contact
Wednesday-5-December-2012			
Department : Finance			
05/12/2012	MUNIFIEH Evelyn Pokuaa	8AM - 5PM	
05/12/2012	GOKA Saraphina Esenam	8AM - 5PM	
05/12/2012	BORKETEY-LA Jerry-Mike	8AM - 5PM	
Department : Food & Beverage			
05/12/2012	ABAYATEYE Clive Tetteh	3PM - 12PM	
Department : Front Office			
05/12/2012	KWAKYE Agnes	3PM - 11PM	
05/12/2012	AYILLOH Shalom	3PM - 12PM	
05/12/2012	APYESI Richand Ofoe	8AM - 5PM	
Department : Sales & Marketing			
05/12/2012	BAANI Grace	8AM - 5PM	
05/12/2012	KORANKYE-ADDAI Elizabeth	8AM - 5PM	
05/12/2012	DANSON Andrews	7AM - 4PM	
Department : Kitchen			
05/12/2012	DEKU Gideon	6AM - 3PM	