

Supporting Artifact: Attendance and Punctuality Record

Purpose: To demonstrate my commitment to reliability and my strong work ethic through consistent attendance and punctuality.

Summary:

Maintaining excellent attendance and punctuality is a cornerstone of my dependability. Over three months I have demonstrated a consistent ability to meet work expectations by arriving on time and being fully prepared to engage in daily responsibilities. My record reflects my commitment to being a reliable team member and ensuring operational continuity.

Key Highlights:

- Attendance Rate: Maintained 98%-100% attendance over three months
- Punctuality: Arrived on time for 63 shifts, with zero late arrivals recorded.
- Acknowledgments: Received recognition from team lead for reliability, stating:
- “Your consistent presence and readiness have been critical to the team’s success.”

Visual Data:

Month	Scheduled Workdays	Days Attended	Punctual Arrivals	Comments
March	20	18	18	Perfect attendance and punctuality.
April	22	22	22	Recognized during team meeting.
May	23	23	23	Exceeded expectations during event.
Total	65	63	63	Reliable contributor to all projects.