

2020 Activity Planner

Schedule and track your employee's activity with this easy-to-use planner.



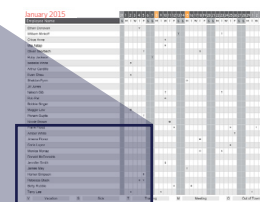
Always Designing for People™

How to use the Activity Planner:

1. Enter all your employees' names in the Employee Name column.
2. Define your legend, and then update the calendar by selecting the box below the appropriate date for each employee and type the symbol to show vacation and sick days (or whatever you have decided to track). Then save.

This two part interactive activity planner is completely paperless: January to June and July to December. Download the planners to your PC or Mac and follow the instructions for tracking your employee's sick and vacation days. There are two legend options, you can use the legend as is, or change it to what works best for you. Just click on a legend label, delete the existing description and type in your own, and save.

Amber White		T	S							
Jimena Florez						S				
Carla Lopez			T							
Monica Monaz				V						
Donald McDonalds						S				
Jennifer Smith							V			
James May						S				
Homer Simpsons					S					
Rebecca Black				V			V			
Betty Rubble						S				
Terry Lee							T			
	V		S		T					



Red dates indicate ADP Canada Office and Financial Institution Closures. You can view or download the closures calendar at adp.ca/YE.

