



# Daily Attendance Sheet

Employee Name: **John Smith**

Month/Year: <Month> / <Year>

Division: <Division>

Department: <Department>

Date	Time In	Time One Lunch	Time In Lunch	Time Out	Employee's Signature	Checked By Manager
1 F	8:30 AM	12:05 PM	12:45 PM	6:00 PM	<Signature>	<Signature>
2 S						
3 S						
4 M						
5 T						
6 W						
7 T						
8 F						
9 S						
10 S						
11 M						
12 T						
13 W						
14 T						
15 F						
16 S						
17 S						
18 M						
19 T						
20 W						
21 T						
22 F						
23 S						
24 S						
25 M						
26 T						
27 W						
28 T						
29 F						
30 S						
31 S						