

Department Name or Num: \_\_\_\_\_

# **Employee's Attendance Sheet**

For the Week of:

Employee Name	Monday	Tuesday	Wednesday	Thursday	Friday	Total Working Days
				34		
<del></del>			1			
				3.2		
			5			
				77		

**Note:** Print staff names in first column and use days columns either to click or make the employees sign on each day and in the last column, write total days worked by each employee.

	48 0.0		
Mentor Signatures	Attendance Sheet Template	Date	

# **Sample Attendance Templates**

Zhe Xu

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• Interactive and Gamified eBooks

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