

ATTENDANCE REGISTER

DATE	ENTRIES TO BE MADE BY EMPLOYEES											REMARKS				
NO	EMPLOYEE'S NAME	EMPLOYEE'S OCCUPATION	SIGNATURE	TIME OF COMMENCING WORK	INTERVALS OF WORK (Tea time and Lunch Time)				TIME OF FINISHING WORK	OVERTIME WORKED (To be completed only if Pre-Approval has been received)		TOTAL NUMBER OF HOURS WORKED		BY EMPLOYEE	BY SUPERVISOR IF EMPLOYEE IS ABSENT, REASONS FOR HIS ABSENCE (TO BE SIGNED BY SUPERVISOR)	BY HOD
					OFF	ON	OFF	ON		ON	OFF	EACH DAY	EACH WEEK			
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ABSENT EMPLOYEES

NO	EMPLOYEE'S NAME	EMPLOYEE'S OCCUPATION	REASON FOR ABSENCE	SUPEVISOR	SUPERVISORS'S SIGNATURE
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