

TIME AND ATTENDANCE REPORT

NAME _____ POS # _____ WKS/END WED _____
 TITLE _____ SOC SEC # _____ REPORT DATE _____

SCHEDULE

DAY	MM/DD/YY	IN	OUT	TOTAL
THU				
FRI				
SAT				
SUN				
MON				
TUE				
WED				
TOTAL WEEK				

IN	OUT	TOTAL OST	TOTAL OT	SHIFT	NOTE

DAY	MM/DD/YY	IN	OUT	TOTAL
THU				
FRI				
SAT				
SUN				
MON				
TUE				
WED				
TOTAL WEEK				

IN	OUT	TOTAL OST	TOTAL OT	SHIFT	NOTE

EXPLANATION _____

I CERTIFY THAT THE HOURS RECORDED ABOVE WERE WORKED BY THE NAMED EMPLOYEE

 DEPT HEAD

 DATE