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Daily employee attendance sheet in excel

Company Name							
Manager Name: _____							
Department: _____							
Week Starting: 1/4/2021							
Employee Name	Monday	Tuesday	Wednesday	Thursday	Friday	Total Hours	Signature
1						0.00	
2						0.00	
3						0.00	
4						0.00	
5						0.00	
6						0.00	
7						0.00	
8						0.00	
9						0.00	
10						0.00	
Manager Signature: _____						Attendance Total	0

Time and Attendance Sheet											
Month: January 1, 16				Employee Name: Stephen Francis				Date: 1/1/2021			
Department: Justin Francis				Supervisor: Mr. Justin Francis							
Day	In	Out	In	Out	Hours	OT	Notes	Present	Absent	Excused	Remarks
1	8:00 AM	12:30 PM	1:00 AM	5:00 AM	7:00						
2					0:00						
3					0:00						
4					0:00						
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XYZ PRIVATE LIMITED				ABSENCES USED IN THIS WORKSHEET			
Total Working Days in 2010				Total Working Days			
Month				1st Jan 10 to 31 Jan 10			
Total Working Days				25			
Verified By				25			
				Total Leave			
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