## Attendance Report

| Employee<br>Name           | Team                        | Date       | Day    | Attendance Status | Shift Time In | Time in | Shift Time Out | Time Out |
|----------------------------|-----------------------------|------------|--------|-------------------|---------------|---------|----------------|----------|
| Jack<br>Thompson<br>hijack | Upper<br>Management<br>Team | N/A        | N/A    | Absent            | 08:00         | N/A     | 16:00          | N/A      |
| Bob Smith 1                | Upper<br>Management<br>Team | 2024-12-20 | Friday | Present           | 08:00         | 08:20   | 16:00          | 15:40    |
| Grace Lee 1                | Upper<br>Management<br>Team | 2024-12-20 | Friday | Present           | 08:00         | 08:00   | 16:00          | 16:00    |
| Henry Clark 1              | Upper<br>Management<br>Team | 2024-12-20 | Friday | Present           | 08:00         | 08:20   | 16:00          | 15:40    |
| Ivy Adams 1                | Upper<br>Management<br>Team | 2024-12-20 | Friday | Present           | 08:00         | 07:50   | 16:00          | 16:00    |