

Manager Name:

Department:

	Employee Name		Monday	Tuesday	Wednesday
1	surya.M		X	X	X
2	Raya.S		x	X	a
3	Rasathi.M		X	a	X
4	Devi.M		X	X	X
5	Raju.S		X	x	X
6	Yuvaraj		X	x	X
7	Hrish.M		X	X	X
8	Mani		X	a	X
9	Hemanth.M		X	X	X
10	Vishal.M		X	x	X

Manager Signature: _____

1/4/2021

Thursday	Friday	Signature
a	a	surya
a	X	Raya
X	X	Rasathi
X	X	Devi
X	X	Raju
X	X	yuvaraj
X	X	Hrish
X	X	Mani
a	X	Hemanth
a	X	Vishal

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Manager Name: John Doe

Department: Marketing

	Employee Name		Monday	Tuesday	Wednesday
1	Blake Parks		8:00	7:30	9:00
2	Cliff Sanford		8:00	0	8:00
3	Tina Harris		8:00	8:00	8:00
4	Lana Dixon		0	8:00	9:00
5	David Lincoln		8:00	8:00	10:00
6					
7					
8					
9					
10					

Manager Signature: _____

Week Starting: 1/4/2021

Thursday	Friday	Total Hours	Signature
8:00	6:00	38:30	
7:00	7:00	30:00	
8:00	8:00	40:00	
9:00	6:00	32:00	
8:00	8:00	42:00	
		0:00	
		0:00	
		0:00	
		0:00	
		0:00	

Attendance Total5