

Attendance Record

Name	Xi Yu
Company	EasyX Pty Ltd

PO Number	1234
Client	Titan Pty Ltd
Supervisor	Sam Vision

		Morning Work Period			Afternoon Work Period			Total daily hours
	Date	Start	Finish	Time	Start	Finish	Time	
Monday	11-Aug-25	8:30	11:30	3:00	12:00	17:00	5:00	8:00
Extra In/Out				0:00			0:00	
Tuesday	12-Aug-25	7:30	11:30	4:00	13:00	18:00	5:00	9:00
Extra In/Out				0:00			0:00	
Wednesday	13-Aug-25	8:00	11:30	3:30	12:00	17:30	5:30	9:00
Extra In/Out				0:00			0:00	
Thursday	14-Aug-25	8:30	12:00	3:30	13:00	17:00	4:00	7:30
Extra In/Out				0:00			0:00	
Friday	15-Aug-25	8:00	12:00	4:00	13:00	17:00	4:00	8:00
Extra In/Out				0:00			0:00	
Saturday	16-Aug-25			0:00			0:00	0:00
Sunday	17-Aug-25			0:00			0:00	0:00
							Total Hours	41:30

Task/ Project	Mon	Tues	Wed	Thur	Fri	Sat/Sun	Total hours	Decimal hours
	8:00	9:00	9:00	7:30	8:00		41:30	41.50
							0:00	0.00
							0:00	0.00
							0:00	0.00
							0:00	0.00
							0:00	0.00
							0:00	0.00
Total Hours	8:00	9:00	9:00	7:30	8:00	0:00	41:30	41.50

Employee signature: _____

Date: 16/8/2025

Supervisor signature : _____

Date: _____