

## Attendance Record

Name	Rosa Diaz
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	1-Mar-25	8:30	11:30	3:00	12:00	17:00	5:00	8:00
Extra In/Out				0:00			0:00	
Tuesday	2-Mar-25	7:30	11:30	4:00	13:00	18:00	5:00	9:00
Extra In/Out				0:00			0:00	
Wednesday	3-Mar-25	8:00	11:30	3:30	12:00	17:30	5:30	9:00
Extra In/Out				0:00			0:00	
Thursday	4-Mar-25	8:30	12:00	3:30	13:00	17:00	4:00	7:30
Extra In/Out				0:00			0:00	
Friday	5-Mar-25	8:00	12:00	4:00	13:00	17:00	4:00	8:00
Extra In/Out				0:00			0:00	
Saturday	6-Mar-25			0:00			0:00	0:00
Sunday	7-Mar-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: \_\_\_\_\_