**考勤统计**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 编号 | |  | | | | | | | 名称 | | | | | |  | | | | | | | | | | 部门 | | | | |  | | | | | | | | | | 时间 | | | | |  | | | | | | | | | |
| 工号 | 姓名 | | 部门 | | 1 | 2 | 3 | 4 | | 5 | 6 | 7 | 8 | 9 | | 10 | 11 | | 12 | 13 | 14 | 15 | 16 | 17 | | 18 | 19 | 20 | 21 | | 22 | 23 | | 24 | 25 | 26 | 27 | 28 | 29 | | 30 | 31 | 白班 | 中班 | | 夜班 | 加班 | | 合计 | 事假 | 病假 | 休假 | 年休 | 旷工 |
|  |  | |  | |  |  |  |  | |  |  |  |  |  | |  |  | |  |  |  |  |  |  | |  |  |  |  | |  |  | |  |  |  |  |  |  | |  |  |  |  | |  |  | |  |  |  |  |  |  |
| 考勤管理员 | | | |  | | | | | 部门负责人 | | | | | | | | |  | | | | | | | 分管领导 | | | | | | | |  | | | | | | | 综合部负责人 | | | | | | | |  | | | | | | |
|  | | | | |  | | | | | | |  | | | | | | |  | | | | | | |

说明：●:早班；△：中班；□：晚班；◎：回公司早班