实习生出勤签到表

**姓名：**   **联系电话：**

**实习部门：人力资源部 日期：**

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| **序号** | **日期** | **上班签到** | **下班签到** | **序号** | **日期** | **上班签到** | **下班签到** |
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**实习部门领导签字：**

备注：

请于**每月1日11:00前**将此表（部门领导签字）提交至人力资源部 4016室罗娜

或将扫描件发送至罗娜[luona@tfzq.com](mailto:luona@tfzq.com)，联系电话027-87610059

如逾期发送，当月薪资发放问题自行负责。