

# DAILY ATTENDANCE REGISTER

Name:

Month:

| Date | Time In | Time Out<br>Lunch | Time in<br>Lunch | Time Out | Signature<br>Employee | Checked by<br>Manager |
|------|---------|-------------------|------------------|----------|-----------------------|-----------------------|
| 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   |         |                   |                  |          |                       |                       |