

## Attendance Checklist Log

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Month/Year: \_\_\_\_\_ Manager: \_\_\_\_\_ Attendance Status:

Time	Present	Absent	Excused	Notes
7:00				
7:30				
8:00				
8:30				
9:00				
9:30				
10:00				
10:30				
11:00				
11:30				
12:00				
1:00				
1:30				
2:00				
2:30				
3:00				
3:30				
4:00				
4:30				
5:00				
5:30				
6:00				
6:30				
7:00				
7:30				
8:00				

Notes: \_\_\_\_\_

This document is the property of the company and is to be used only for the purpose of tracking attendance. It is not to be distributed outside the company. All information contained herein is confidential and should be handled accordingly.

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