

Form: Attendance register

Employee name:					Personnel number				Month:			
Date	Day	Description	Starting Hour	Finishing Hour	Total Hours worked	Less lunch	Total Scheduled hours	Ordinary overtime hours	Saturday overtime hours	Sunday / PH overtime hours	Night shift hours	Employee signature
01 June 2009	Monday											
02 June 2009	Tuesday											
03 June 2009	Wednesday											
04 June 2009	Thursday											
05 June 2009	Friday											
06 June 2009	Saturday											
07 June 2009	Sunday											
08 June 2009	Monday											
09 June 2009	Tuesday											
10 June 2009	Wednesday											
11 June 2009	Thursday											
12 June 2009	Friday											
13 June 2009	Saturday											
14 June 2009	Sunday											
15 June 2009	Monday											
16 June 2009	Tuesday											
17 June 2009	Wednesday											
18 June 2009	Thursday											
19 June 2009	Friday											
20 June 2009	Saturday											
21 June 2009	Sunday											
22 June 2009	Monday											
23 June 2009	Tuesday											
24 June 2009	Wednesday											
25 June 2009	Thursday											
26 June 2009	Friday											
27 June 2009	Saturday											
28 June 2009	Sunday											
9 June 2009	Monday											
0 June 2009	Tuesday											

Description refers to: scheduled working day; paid leave; etc.

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