

ATTENDANCE RECORD

Full-Time Personnel

PERIOD
October 2023

EMPLOYEE NAME

Jane D. Smith

DEPARTMENT

Operations / Engineering

EMPLOYEE ID

FT-9920

SUPERVISOR

Robert Wilson

DATE	TIME IN	TIME OUT	OVERTIME	STATUS	NOTES/PROJECT CODE
Mon, Oct 02	08:55 AM	05:05 PM	-	Present	Standard Shift
Tue, Oct 03	09:00 AM	06:30 PM	1.5 hrs	Present	Alpha Release
Wed, Oct 04	08:45 AM	05:00 PM	-	Present	
Thu, Oct 05	-	-	-	Sick Leave	Medical Cert.
Fri, Oct 06	09:02 AM	05:00 PM	-	Present	

DATE	TIME IN	TIME OUT	OVERTIME	STATUS	NOTES/PROJECT CODE
-------------	----------------	---------------------	-----------------	---------------	-------------------------------

Total Monthly Hours: 1.5 hrs 160 hrs (Base)

EMPLOYEE SIGNATURE

SUPERVISOR SIGNATURE