

Employee Attendance Sheet

Employee name:

Shift start:

Unpaid break (minutes):

Employee ID:

Daily hours:

Month (first day):

Grace (minutes):

Ramadan: set daily hours to 6 for Muslim employees (Labor Law Article 98).

Day	Date	Weekday	Check-in	Check-out	Hours worked	Late (min)	Overtime (h)	Notes
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
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16								
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18								
19								
20								
21								
22								
23								
24								
25								
26								
27								
28								
29								
30								
31								
Totals			Days present:					

Employee signature: _____

Manager signature: _____

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