

Daily Employee Time-In/Time-Out Sheet

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

No.	Employee Name	Department	Time-In	Time-Out	Total Hours	Remarks	Signature
1.							
2.							
3.							
4.							
5.							

Important Notes:

- Ensure that all entries are accurate and legible.
- This document serves as a record for payroll calculation.
- Employee and supervisor signatures are required for validation.
- Missing or incorrect entries may affect payroll processing.
- Retain completed sheets for record and audit purposes.