

Weekly Employee Attendance Log

Week Starting: _____

Department: _____

Supervisor: _____

Employee Name	Day							Total Hours	Signature
	Mon	Tue	Wed	Thu	Fri	Sat	Sun		
_____	—	—	—	—	—	—	—	—	_____
_____	—	—	—	—	—	—	—	—	_____
_____	—	—	—	—	—	—	—	—	_____

Important Notes:

- Ensure each employee signs for verification of attendance record.
- This log must be reviewed and approved by the supervisor weekly.
- Discrepancies or corrections should be initialed by both employee and supervisor.
- Accurate attendance logs are essential for payroll processing and compliance.
- Retain copies of attendance logs for audit and record-keeping purposes.