

INSERT COMPANY NAME: _____	EMPLOYEE ATTENDANCE REGISTER		Prepared By: LABOURED SOUTH AFRICA	Approval by: _____
			Revision 1.1	Issue Date __ / __ / 24
REV: _____	Document Classification Controlled	Document Level Document		

Employee name: _____					Month: _____			
WEEKDAY	Date	Start time	Meal Intervals		Finish time	Total hours worked	Overtime and public holidays hours worked	Remarks
			Off	On				
	1							
	2							
	3							
	4							
	5							
	6							
	7							
	8							
	9							
	10							
	11							
	12							
	13							
	14							
	15							

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	16							
	17							
	18							
	19							
	20							
	21							
	22							
	23							
	24							
	25							
	26							
	27							
	28							
	29							
	30							
	31							
Total number of hours worked								