

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

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						
<b>Total number of hours worked</b>							