

# Retail Staff Daily Attendance Sheet

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

Store Name: \_\_\_\_\_

Manager: \_\_\_\_\_

No.	Employee Name	Position	Time In	Time Out	Present	Absent	Remarks
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

Manager's Signature

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

Supervisor's Signature

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