

Employee Shift Attendance Log

Hotel Name: Date: Shift:

| # | Employee Name | Employee ID | Department | Position | Shift Start | Shift End | Time In | Time Out | Remarks | Signature |
|----|---------------|-------------|------------|----------|-------------|-----------|---------|----------|---------|-----------|
| 1 | | | | | | | | | | |
| 2 | | | | | | | | | | |
| 3 | | | | | | | | | | |
| 4 | | | | | | | | | | |
| 5 | | | | | | | | | | |
| 6 | | | | | | | | | | |
| 7 | | | | | | | | | | |
| 8 | | | | | | | | | | |
| 9 | | | | | | | | | | |
| 10 | | | | | | | | | | |

Supervisor Signature

Manager Signature