

# Front Desk Employee Attendance Sheet

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

No	Employee Name	Employee ID	Time In	Time Out	Remarks	Signature
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date