

Attendance Management Timesheet May 2015 (Template)

Name: Lien OO

Employed period: From September 1, 2015 to January 31, 2016

Hours worked: _____ hours in this month

Date	Sign-in (signature)	Sign-in Time (HH:MM)	Sign-out (signature)	Sign-out Time (HH:MM)	Notes
May 1		_____:____		_____:____	
May 2	Day off	_____:____	Day off	_____:____	
May 3	Day off	_____:____	Day off	_____:____	
May 4		_____:____		_____:____	
May 5		_____:____		_____:____	
May 6		_____:____		_____:____	
May 7		_____:____		_____:____	
May 8		_____:____		_____:____	
May 9	Day off	_____:____	Day off	_____:____	
May 10	Day off	_____:____	Day off	_____:____	
May 11		_____:____		_____:____	
May 12		_____:____		_____:____	
May 13		_____:____		_____:____	
May 14		_____:____		_____:____	
May 15		_____:____		_____:____	
May 16	Day off	_____:____	Day off	_____:____	
May 17	Day off	_____:____	Day off	_____:____	
May 18		_____:____		_____:____	
May 19		_____:____		_____:____	
May 20		_____:____		_____:____	
May 21		_____:____		_____:____	
May 22		_____:____		_____:____	
May 23	Day off	_____:____	Day off	_____:____	
May 24	Day off	_____:____	Day off	_____:____	
May 25		_____:____		_____:____	
May 26		_____:____		_____:____	
May 27		_____:____		_____:____	
May 28		_____:____		_____:____	
May 29		_____:____		_____:____	
May 30	Day off	_____:____	Day off	_____:____	
May 31	Day off	_____:____	Day off	_____:____	