

**Employee’s Attendance List**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Employee Name** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Total Working Days** |
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***Attendance List Template***

***Note:*** *Print staff names in first column and use days columns either to click or make the employees sign on each day and in the last column, write total days worked by each employee.*

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Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mentor Signatures

**For the Week of:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Department Name or Num:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Company Name Here**