

# Weekly Attendance Sheet

Company: \_\_\_\_\_ Team/site: \_\_\_\_\_ Period/date: \_\_\_\_\_

Date	Day	Employee	Status	Clock in	Clock out	Break	Hours	Notes	Initials

Manager approval: \_\_\_\_\_ Employee/representative signature: \_\_\_\_\_

*Note: Adapt this template to local employment, payroll, retention, and privacy rules before relying on it as a formal record.*