

**Attendance Sheet 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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Employee Name** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Total Working Days** |
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**Department Name or Num:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Company Name Here**

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

**Employee’s Attendance Sheet**