

Manager Name:

Department:

Employee Name	Date	Clock-In Time	Clock-Out Time	Total Hours Worked	Status (Present/Absent)	Reason for Absence (if any)
John Doe	01/01/2024	9:00 AM	5:00 PM	8 hours	Present	
Jane Smith	01/01/2024	9:15 AM	5:00 PM	7.75 hours	Present	Late due to traffic
Bob Brown	01/01/2024				Absent	Sick
Alice Green	01/01/2024	9:00 AM	4:30 PM	7.5 hours	Present	

Manager Signature: _____