

TRIAL / TRAINEE / CONTRACTUAL EMPLOYEE ATTENDANCE SHEET

Employer Name			
NAME OF CANDITATE			
POSITION	<input type="checkbox"/> TRIAL <input type="checkbox"/> TRAINEE <input type="checkbox"/> CONTRACTUAL		
DATE OF JOINING		DEPARTMENT	
MONTH		YEAR	

DAYS	IN TIME	SIGNATURE	OUT TIME	SIGNATURE
01				
02				
03				
04				
05				
06				
07				
08				
09				
10				
11				
12				
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24				
25				
26				
27				
28				
29				
30				
31				

Total Present Day _____ Total Absent Day _____ Total Weekly Off Days _____
 Total Overtime Days _____ Total Net Working Day For Salary _____