|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  | EMOLOYEE | | | | |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |  | SIGN IN SHEET | |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  | **Department:** | | **Accounting** |  |  | **DATE: 01/01/20XX** | |  |  |
|  |  | **Supervisor:** | | **Mr.Smith** |  |  |  |  |  |  |
|  |  | **Start Time:** | | **9:00 AM** |  | COMPANY NAME | | |  |  |
|  |  | **End Time:** | | **5:00 PM** |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  | **No** | **ID** | **NAME** | **TIME IN** | **SIGNATURE** | **TIME OUT** | **SIGNATURE** |  |  |
|  |  | **1** | **1200057** | **Frank White** | **9:00 AM** |  | **1:00 PM** |  |  |  |
|  |  | **2** |  |  |  |  |  |  |  |  |
|  |  | **3** |  |  |  |  |  |  |  |  |
|  |  | **4** |  |  |  |  |  |  |  |  |
|  |  | **5** |  |  |  |  |  |  |  |  |
|  |  | **6** |  |  |  |  |  |  |  |  |
|  |  | **7** |  |  |  |  |  |  |  |  |
|  |  | **8** |  |  |  |  |  |  |  |  |
|  |  | **9** |  |  |  |  |  |  |  |  |
|  |  | **10** |  |  |  |  |  |  |  |  |
|  |  | **11** |  |  |  |  |  |  |  |  |
|  |  | **12** |  |  |  |  |  |  |  |  |
|  |  | **13** |  |  |  |  |  |  |  |  |
|  |  | **14** |  |  |  |  |  |  |  |  |
|  |  | **15** |  |  |  |  |  |  |  |  |
|  |  | **16** |  |  |  |  |  |  |  |  |
|  |  | **17** |  |  |  |  |  |  |  |  |
|  |  | **18** |  |  |  |  |  |  |  |  |
|  |  | **19** |  |  |  |  |  |  |  |  |
|  |  | **20** |  |  |  |  |  |  |  |  |
|  |  | **21** |  |  |  |  |  |  |  |  |
|  |  | **22** |  |  |  |  |  |  |  |  |
|  |  | **23** |  |  |  |  |  |  |  |  |
|  |  | **24** |  |  |  |  |  |  |  |  |
|  |  | **25** |  |  |  |  |  |  |  |  |
|  |  | **26** |  |  |  |  |  |  |  |  |
|  |  | **27** |  |  |  |  |  |  |  |  |
|  |  | **28** |  |  |  |  |  |  |  |  |
|  |  | **29** |  |  |  |  |  |  |  |  |
|  |  | **30** |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  | *Company slogan. Lorem ipsum dolor sit amet, consectetuer adipiscing elit.* | | | | | | |  |  |
|  |  |  |  |  |  |  |  |  |  |  |