

Attendance Report

Employee ID:	001	Working Date:	From	2007/07/01	To	2007/07/31	
Name:	David Chan	Working Hour:	Mon To Fri	From	09:00	To	18:00
Department:	RDD		Sat	From	09:00	To	12:30
			Sun	From		To	

Date	Weekday	In	Out	Late	Early Leave	Absent	Over Time	Leave	Remark
2007/07/01	Sun								
2007/07/02	Mon	08:53	18:12				00:12		
2007/07/03	Tue	09:09	18:19	00:09			00:19		
2007/07/04	Wed					09:00			
2007/07/05	Thu	08:46	18:30				00:30		
2007/07/06	Fri	08:50	18:11				00:11		
2007/07/07	Sat	08:58	13:18				00:48		
2007/07/08	Sun								
2007/07/09	Mon	08:40	18:20				00:20		
2007/07/10	Tue	08:48	18:48				00:48		
2007/07/11	Wed	08:55	19:13				01:13		
2007/07/12	Thu	08:52	20:36				02:36		
2007/07/13	Fri	08:51	18:18				00:18		
2007/07/14	Sat	08:49	12:45				00:15		
2007/07/15	Sun								
2007/07/16	Mon	08:42	18:13				00:13		
2007/07/17	Tue	08:57	17:15		00:45				
2007/07/18	Wed	08:51	18:52				00:52		
2007/07/19	Thu	08:57	18:26				00:26		
2007/07/20	Fri	08:50	18:39				00:39		
2007/07/21	Sat	08:45	12:40				00:10		
2007/07/22	Sun								
2007/07/23	Mon	09:12	18:50	00:12			00:50		
2007/07/24	Tue	08:59	18:23				00:23		
2007/07/25	Wed	08:53	18:33				00:33		
2007/07/26	Thu	08:53	18:48				00:48		
2007/07/27	Fri	08:56	19:16				01:16		
2007/07/28	Sat	08:48	18:03				05:33		
2007/07/29	Sun								
2007/07/30	Mon	08:50	18:08				00:08		
2007/07/31	Tue	08:36	18:49				00:49		

Total Late: 00:21
 Total Absent: 09:00
 Total Early Leave: 00:45
 Total Over Time: 20:10

Annual Leave: _____
 Sick Leave: _____

Authorized Signature: _____

Employee Signature: _____