

Form: Attendance register

Scheduled normal working hours per ordinary working day:	8
Schedule normal working hours on a Saturday (>5h):	5
Scheduled additional working hours on a Saturday:	0
Scheduled working hours on Sundays and Public Holidays:	0
Pay rate per hour:	NAD 5.00

Employee name: _____
 Personnel number: _____
 Month: _____

Date	Day	Description	Starting Hour	Finishing Hour	Gross hours worked	Less lunch	Nett hours worked	Short hours	Normal working hours	Ordinary overtime	Saturday overtime	Sunday / PH overtime	Night shift	Employee signature
01 June 2009	Monday	Paid leave	08:00	17:00	09:00	01:00	08:00	-	8.00	-				
02 June 2009	Tuesday	Scheduled working day	08:00	18:00	10:00	01:00	09:00	-	8.00	1.00				
03 June 2009	Wednesday	Scheduled working day	10:00	23:00	13:00	01:00	12:00	-	8.00	4.00			3.00	
04 June 2009	Thursday	Scheduled working day	08:00	15:00	07:00	01:00	06:00	2.00	6.00	-				
05 June 2009	Friday	Scheduled working day	08:00	16:00	08:00	01:00	07:00	1.00	7.00	-				
06 June 2009	Saturday	Scheduled working day	08:00	17:00	09:00	01:00	08:00	-	5.00		3.00			
07 June 2009	Sunday	Unscheduled working day	14:00	17:00	03:00	00:00	03:00	-	0.00			3.00		
Total Hours for week:								3.00	42.00	5.00	3.00	3	3	
Payment due for week:								NAD 210.00	NAD 37.50	NAD 22.50	NAD 30.00	NAD 0.09	NAD 300.09	

08 June 2009	Monday													
09 June 2009	Tuesday													
10 June 2009	Wednesday													
11 June 2009	Thursday													
12 June 2009	Friday													
13 June 2009	Saturday													
14 June 2009	Sunday													
Total Hours														
Payment due:														

Note:
 The above serve as an example of an Excel based attendance register template with automated formulas. The sheet is updated weekly, printed, signed off by the employee and filed.