REGULARIZATION OF DAILY TIME RECORD

MONTH NOVEMBER

DATE	TIME IN	TIME OUT
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		

DATE	TIME IN	TIME OUT
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		
26		
27		
28		
29		
30		
31		

EMPLOYEE NAME – EMP NO.
Signature Over Printed Name / Email Approval

IMMEDIATE SUPERVISOR
Signature Over Printed Name / Email Approval