

***Attendance List Template***

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Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mentor Signatures

***Note:*** *Print staff names in first column and use days columns either to click or make the employees sign on each day and in the last column, write total days worked by each employee.*

**Employee’s Attendance List**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Employee Name** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Total Working Days** |
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**For the Week of:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Department Name or Num:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Company Name Here**