

Daily Attendance sheet
每日考勤表

Department/ Section:

部门/组别:

Date: _____

日期: _____

Employee's Name 员工姓名	TC. No. TC 编号	Time In 上班时间	Signature 签名	Time Out 下班时间	Signature 签名	Remarks 备注

Department Head Signature: _____

部门主管签名: _____

This Form should be submitted on a daily basis for Department Head Signature and kept on file for any spot check.
此表须每天递交给部门主管签名并存档准备随时抽查。