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| Name:  Click here to enter text. | | | | Emp Date: |
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| Date |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| REMARKS: |
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| I hereby certify that the above is a true report of my attendance and work assignments  Employee’s Signature - Click here to enter text. |
| I hereby certify that to the best of my knowledge this report is correct in all respects and has my approval  Supervisor’s Signature - Click here to enter text. |
| I hereby certify that to the best of my knowledge this report is correct in all respects and has my approval  Director’s Signature - Click here to enter text. |