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| Name: Click here to enter text. | Emp Date:  |
| Position:Click here to enter text. | Location:  |
| Pay Period |   | Pay Period End |   | Program:  |

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| Initial Here |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| Day | SUN | MON | TUES | WED | THUR | FRI | SAT  | SUN | MON | TUES | WED | THUR | FRI | SAT |
| Date |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| In |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| Out |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
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| Totals |   |   |   |   |   |   |   |   |   |   |   |   |   |   |

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| REMARKS: |
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| Personal |
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| Vacation |
| Other |

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| I hereby certify that the above is a true report of my attendance and work assignmentsEmployee’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 approvalSupervisor’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 approvalDirector’s Signature - Click here to enter text. |