

Missing In/Out Log Report

Employee Name: _____

Empl ID: _____

| Date | In/Out | Enter Time | AM/PM | Provide Brief Explanation | Supervisor's Initials | Employee's Initials | Timesheet Updated HR System |
|------|----------|------------|---------|---------------------------|-----------------------|---------------------|-----------------------------|
| | In / Out | | AM / PM | | | | |
| | In / Out | | AM / PM | | | | |
| | In / Out | | AM / PM | | | | |
| | In / Out | | AM / PM | | | | |
| | In / Out | | AM / PM | | | | |
| | In / Out | | AM / PM | | | | |
| | In / Out | | AM / PM | | | | |
| | In / Out | | AM / PM | | | | |
| | In / Out | | AM / PM | | | | |
| | In / Out | | AM / PM | | | | |
| | In / Out | | AM / PM | | | | |
| | In / Out | | AM / PM | | | | |
| | In / Out | | AM / PM | | | | |
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| | In / Out | | AM / PM | | | | |
| | In / Out | | AM / PM | | | | |
| | In / Out | | AM / PM | | | | |
| | In / Out | | AM / PM | | | | |
| | In / Out | | AM / PM | | | | |

Missing In/Out Log Report

Payroll ID: _____

Pay Period Begin Date: _____

Pay Period End Date: _____

| Employee Name | Date | Time | AM/ PM | Provide Brief Explanation | Employee's Signature | Supervisor's Signature | Kaba Updated |
|---------------|------|------|-----------|---------------------------|----------------------|------------------------|-----------------|
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