SECTION HR 04

AMAHLATHI MUNICIPALITY

ANNEXURE B

ATTENDANCE REGISTER

Note - Employees must make entries only in the section of the register reserved for their use

Name of Employee: _____ **Employee No.:** _____

ENTRIES TO BE MADE BY THE EMPLOYEE OR IF EMPLOYEE UNABLE, THE EMPLOYER																			
Year _____ Month _____		Signature	Starting Time	Meal Intervals		Finishing Time	Total Number of Hours Worked		Overtime Worked			Sundays Worked			Public Holidays Worked			Remarks
Date	Day of Wk			Off	On		Each Day	Each Wk	From	To	Total Hrs	From	To	Total Hrs	From	To	Total Hrs	
TOTAL NUMBER OF HOURS WORKED																		

_____ _____

Recommendation by Supervisor **Approval by HOD**