

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				
	In / Out		AM / PM				
	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