Staffic.io by DeveloperLook

Daily time record (DTR)

AM and PM arrival and departure for every day of the month, hours worked and undertime

Name _____ Employee ID _____ Position _____ Client or team _____

Month _____ Year _____ Hours a day _____ Supervisor _____

Day	Date	AM arrival	AM departure	PM arrival	PM departure	Hours worked	Undertime	Remarks
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								
27								
28								
29								
30								
31								
					Total			

- Hours worked = PM departure minus AM arrival, minus the break. Half day: one pair only. Undertime = hours a day minus hours worked.
- Leave absences and rest days blank and say why in Remarks. Signing certifies this record is true and correct.

Employee signature Date

Verified by (supervisor) Date