員工考勤記錄表

年　　月　　日

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 日期   星期姓名 |  | 出勤︵天︶ | 加班︵小時︶ | 公假︵天︶ | 病假︵天︶ | 事假︵天︶ | 遲到︵次︶ | 早退︵次︶ | 曠職︵天︶ |  |
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| 說　　　明 | 1.符號說明“○”出勤，“×”病假，“△”事假，“□”公假，“﹡”曠職，“☆”遲到，“◎“加班 |
| 2.本月應出勤天數：　　　　天。 |