

MONTHLY ATTENDANCE SHEET (TIMESHEET)

Company: _____

Work location: _____

Month / year: _____

No.	Full name	Job title	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	CO days	CM days	Absent days	L + S days
1																																						
2																																						
3																																						
4																																						
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18																																						
19																																						
20																																						

Legend: number = hours worked that day · L = day off · S = public holiday · CO = annual leave · CM = sick leave · A = absent (unauthorised or time off)

Prepared by _____

Checked by _____

Approved by _____

Name, job title, signature, date

Name, job title, signature, date

Name, job title, signature, date

DAILY ATTENDANCE LOG

Company: _____

Date: _____

No.	Full name	Arrival time	Signature	Departure time	Signature	Total hours	Notes
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
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17							
18							
19							
20							

Romanian law (Article 119 of the Labour Code) requires a daily record with start and end time. The template is indicative: adapt it to your internal rules. It does not replace advice from your accountant or an employment-law specialist. Free template from optometristul.ro.