

Staff Sign In and Out Sheet

Record who was actually on site and for how long, which is not always the same thing as what a timesheet says.

Who was on site each day, from what time to what time, signed by the person themselves.

PRESENCE, NOT PAYROLL

Different from a timesheet: a timesheet is what somebody is paid for, this is who was physically present. Both matter, and they are not always the same. Keep the hours column for the person to total themselves — no rate, no rounding rule and no pay figure is printed here.

Site or department

Week beginning

Sheet

Date	Name	Role	In	Break	Out	Hours	Signature	Notes

Total hours this sheet

Checked by

Date