

By signing this sheet, employees acknowledge that the company maintains accurate attendance records and that any false record or omission may result in disciplinary action including termination. This sign-in sheet complies with all applicable labor and employment laws of the United States.

Company Contact Information:

HR Department Phone: _____

HR Department Email: _____

Prepared By:

Approved By:

Signature: _____

Signature: _____

Name & Title: _____

Name & Title: _____

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