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| **EMPLOYEE SIGN IN SHEET** |  |
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| Date : |  |  |  |  |  |  |
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| **Name of Employee** | **Time In** | **Time Out** | **Immediate Superior's Complete Name** | **Signature** | **Date** |
| [INSERT COMPLETE NAME OF EMPLOYEE]  | [SPECIFY TIME IN] | [SPECIFY TIME OUT] | [INSERT SUPERVISOR'S COMPLETE NAME] |   | [INSERT COMPLETE DATE] |
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