

# 勤怠管理日報

| 日付 | 令和 年 月 日 ( ) |    |      |      |      |      |      |    |    |     |    |
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| 所属 | 社員 NO.       | 氏名 | 出社時刻 | 遅刻時間 | 早退時刻 | 早退時間 | 私用外出 | 欠勤 | 有給 | 他休暇 | 理由 |
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| 備 考 |
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