**2022 年 8 月**　 　　**出 　勤　 簿**

|  |  |  |
| --- | --- | --- |
| 勤務開始 | 勤務終了 | 所定時間 |
| 8:00 | 17:00 | 8:00 |

氏　名

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **日付** | | **出勤時刻** | **退勤時刻** | **休憩時間** | **実働** | **時間外** | **遅刻** | **早退** | **区分** | **備考** |
| 1 | 月 | 8:30 | 17:30 | 1:00 | 8:00 |  | 0:30 |  | 出勤 |  |
| 2 | 火 | 8:15 | 16:15 | 1:00 | 7:00 |  | 0:15 | 0:45 | 有給 |  |
| 3 | 水 |  |  |  |  |  |  |  | 休日 |  |
| 4 | 木 | 9:00 | 19:30 | 1:00 | 9:30 | 1:30 | 1:00 |  | 出勤 |  |
| 5 | 金 | 8:30 | 17:30 | 1:00 | 8:00 |  | 0:30 |  | 出勤 |  |
| 6 | 土 | 8:00 | 16:00 | 1:00 | 7:00 |  |  | 1:00 | 出勤 |  |
| 7 | 日 | 8:00 | 19:30 | 1:00 | 10:30 | 2:30 |  |  | 出勤 |  |
| 8 | 月 | 7:00 | 17:00 | 1:00 | 9:00 | 1:00 |  |  | 出勤 |  |
| 9 | 火 |  |  |  |  |  |  |  | 欠勤 |  |
| 10 | 水 |  |  |  |  |  |  |  |  |  |
| 11 | 木 |  |  |  |  |  |  |  |  |  |
| 12 | 金 |  |  |  |  |  |  |  |  |  |
| 13 | 土 |  |  |  |  |  |  |  |  |  |
| 14 | 日 |  |  |  |  |  |  |  |  |  |
| 15 | 月 |  |  |  |  |  |  |  |  |  |
| 16 | 火 |  |  |  |  |  |  |  |  |  |
| 17 | 水 |  |  |  |  |  |  |  |  |  |
| 18 | 木 |  |  |  |  |  |  |  |  |  |
| 19 | 金 |  |  |  |  |  |  |  |  |  |
| 20 | 土 |  |  |  |  |  |  |  |  |  |
| 21 | 日 |  |  |  |  |  |  |  |  |  |
| 22 | 月 |  |  |  |  |  |  |  |  |  |
| 23 | 火 |  |  |  |  |  |  |  |  |  |
| 24 | 水 |  |  |  |  |  |  |  |  |  |
| 25 | 木 |  |  |  |  |  |  |  |  |  |
| 26 | 金 |  |  |  |  |  |  |  |  |  |
| 27 | 土 |  |  |  |  |  |  |  |  |  |
| 28 | 日 |  |  |  |  |  |  |  |  |  |
| 29 | 月 |  |  |  |  |  |  |  |  |  |
| 30 | 火 |  |  |  |  |  |  |  |  |  |
| 31 | 水 |  |  |  |  |  |  |  |  |  |
| 合計時間 | | | | | 59:00 | 5:00 | 2:15 | 1:45 |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  | 出勤日数 | 6 | 遅刻日数 | 4 | 遅刻時間 |  | 2:15 |
|  |  |  |  | 欠勤日数 | 1 | 早退日数 | 2 | 早退時間 |  | 1:45 |
|  |  |  |  | 有給日数 | 1 |  |  | 残業時間 |  | 5:00 |