



YOUR COMPANY NAME HERE

LOCATION HERE
 ADDRESS HERE
 CONTACT HERE

ATTENDANCE REPORT

From :	Thursday 05 December, 2013			To:	Thursday 05 December, 2013	
Shift	Name	First In	Last Out	Late (Hrs)	Total (Hrs)	
Thursday-5-December-2013						
Human Resources / Admin						
8AM - 5PM	Mensah Emmanuel Kenneth Afriyie	07:10:57 AM	17:26:02 PM	00 hr 00 min	10 hr 15 min	
8AM - 5PM	Boahen Emmanuella Pokuaa	07:50:16 AM	17:52:00 PM	00 hr 00 min	10 hr 01 min	
Finance						
	Sakyi Eric Opoku	ATTN.	17:57:12 PM	00 hr 00 min	00 hr 00 min	
	Adu Maxwell	ATTN.	17:58:29 PM	00 hr 00 min	00 hr 00 min	
8AM - 5PM	Okumo Felix	05:45:38 AM	17:21:43 PM	00 hr 00 min	11 hr 36 min	
8AM - 5PM	Lawal Nafita Ben	07:25:05 AM	18:08:47 PM	00 hr 00 min	10 hr 43 min	
8AM - 5PM	Nertey Curtis Nii Akai	07:50:22 AM	18:25:20 PM	00 hr 00 min	10 hr 34 min	
	Kotey Mabel Adei	08:33:22 AM	ATTN.	00 hr 00 min	00 hr 00 min	
9PM - 6AM	Gasie Evans Okyere	21:25:32 PM	07:38:22 AM	00 hr 26 min	10 hr 12 min	
Food & Beverage						
	Tetteh Jaqueline	ATTN.	15:50:08 PM	00 hr 00 min	00 hr 00 min	
	Nartey Nathaniel	ATTN.	15:36:02 PM	00 hr 00 min	00 hr 00 min	
	Mensah Mavis	ATTN.	15:55:46 PM	00 hr 00 min	00 hr 00 min	
	Bole Sadat Adamu	ATTN.	15:56:31 PM	00 hr 00 min	00 hr 00 min	
6AM - 3PM	Stephenson Johannes	05:04:09 AM	16:14:46 PM	00 hr 00 min	11 hr 10 min	
6AM - 3PM	Sekabela Mabel	05:30:10 AM	15:45:42 PM	00 hr 00 min	10 hr 15 min	
6AM - 3PM	Amissah Anita	05:30:24 AM	15:56:05 PM	00 hr 00 min	10 hr 25 min	
6AM - 3PM	Agyadu Bright Addae	05:36:48 AM	16:21:51 PM	00 hr 00 min	10 hr 45 min	
6AM - 3PM	Saah Benjamin	05:43:41 AM	ATTN.	00 hr 00 min	00 hr 00 min	
6AM - 3PM	Obuako Simon	05:46:38 AM	16:21:13 PM	00 hr 00 min	10 hr 34 min	
6AM - 3PM	Kpedoh Bright	05:54:39 AM	16:18:42 PM	00 hr 00 min	10 hr 24 min	
6AM - 3PM	Aidoo Benjamin	05:57:26 AM	17:56:53 PM	00 hr 00 min	11 hr 59 min	
6AM - 3PM	Opoku Millicent	05:59:03 AM	15:52:41 PM	00 hr 00 min	09 hr 53 min	
OFF	Boateng Esther Nana Yaa	07:13:47 AM	ATTN.	00 hr 00 min	00 hr 00 min	
6AM - 3PM	Antseh Paul	07:17:44 AM	15:55:41 PM	01 hr 18 min	08 hr 37 min	
6AM - 3PM	Tutui Victoria Amah	08:35:10 AM	19:16:25 PM	02 hr 35 min	10 hr 41 min	
6AM - 3PM	Nyarko Joyce	09:10:04 AM	18:57:59 PM	03 hr 10 min	09 hr 47 min	
2PM - 10PM	Taylor Abigail	12:06:35 PM	21:04:47 PM	00 hr 00 min	08 hr 58 min	
2PM - 10PM	Adiko Michael	13:31:36 PM	01:50:43 AM	00 hr 00 min	12 hr 19 min	
2PM - 10PM	Mensah Regina	13:37:58 PM	23:59:27 PM	00 hr 00 min	10 hr 21 min	
2PM - 10PM	Boye Alex Wilfred	13:50:48 PM	01:50:36 AM	00 hr 00 min	11 hr 59 min	
2PM - 10PM	Amponsah Kate	13:55:58 PM	23:59:08 PM	00 hr 00 min	10 hr 03 min	
2PM - 10PM	Konang Bennett	14:17:53 PM	00:38:36 AM	00 hr 18 min	10 hr 20 min	

Shift	Name	First In	Last Out	Late (Hrs)	Total (Hrs)
Thursday-5-December-2013					
Food & Beverage					
2PM - 10PM	Opoku Emmanuel	14:36:48 PM	00:54:25 AM	00 hr 37 min	10 hr 17 min
2PM - 10PM	Acquah Solomon Kwesi	14:37:00 PM	01:03:20 AM	00 hr 37 min	10 hr 26 min
2PM - 10PM	Akuffu Ebenezer	14:39:31 PM	00:16:39 AM	00 hr 40 min	09 hr 37 min
2PM - 10PM	Amoo Florence Adumah	14:48:42 PM	23:33:10 PM	00 hr 49 min	08 hr 44 min
2PM - 10PM	Ankrah Nii Darko	14:51:32 PM	01:45:43 AM	00 hr 52 min	10 hr 54 min
2PM - 10PM	Kpenema Emmanuel	14:53:43 PM	00:36:28 AM	00 hr 54 min	09 hr 42 min
2PM - 10PM	Tengey Emmanuel	15:08:08 PM	01:53:23 AM	01 hr 08 min	10 hr 45 min
2PM - 10PM	Ankrah Bernard	15:16:59 PM	00:34:46 AM	01 hr 17 min	09 hr 17 min
9PM - 6AM	Sam Justice	21:09:48 PM	08:44:50 AM	00 hr 10 min	11 hr 35 min
Front Office					
	Baah Bismark K.	ATTN.	16:13:50 PM	00 hr 00 min	00 hr 00 min
	Atidigah Patricia Enyonam	ATTN.	22:44:54 PM	00 hr 00 min	00 hr 00 min
2PM - 10PM	Awudey Beatrice	ATTN.	ATTN.	00 hr 00 min	00 hr 00 min
	Allotey Elvis	ATTN.	ATTN.	00 hr 00 min	00 hr 00 min
	Bensah Etonam Irene	ATTN.	17:12:36 PM	00 hr 00 min	00 hr 00 min
6AM - 3PM	Moana Eric Noyasakya	05:10:47 AM	14:44:34 PM	00 hr 00 min	09 hr 33 min
6AM - 3PM	Konadu Emmanuel Boateng	05:21:50 AM	15:47:37 PM	00 hr 00 min	10 hr 25 min
6AM - 3PM	Holsen Emelia	05:30:18 AM	14:28:54 PM	00 hr 00 min	08 hr 58 min
6AM - 3PM	Nyarko Patrick	05:49:55 AM	14:34:39 PM	00 hr 00 min	08 hr 44 min
6AM - 3PM	Codjoe Alberta Maame	05:58:40 AM	14:51:19 PM	00 hr 00 min	08 hr 52 min
6AM - 3PM	Mensah Marian	06:19:11 AM	14:28:46 PM	00 hr 19 min	08 hr 09 min
6AM - 3PM	Adjartey Ernestina Nadia	07:34:58 AM	17:14:52 PM	01 hr 35 min	09 hr 39 min
	Lumor Hubertine	07:35:34 AM	14:28:39 PM	00 hr 00 min	06 hr 53 min
6AM - 3PM	Amanfo Seth	09:26:24 AM	22:59:02 PM	03 hr 26 min	13 hr 32 min
2PM - 10PM	Boamah Nana Oye	11:43:00 AM	21:32:55 PM	00 hr 00 min	09 hr 49 min
8AM - 5PM	KORANTENG AGNES NANA AMA	13:01:20 PM	22:55:34 PM	05 hr 01 min	09 hr 54 min
2PM - 10PM	Darko Chris	13:27:58 PM	19:49:34 PM	00 hr 00 min	06 hr 21 min
2PM - 10PM	Dotse Emmanuel Adzrago	13:32:20 PM	ATTN.	00 hr 00 min	00 hr 00 min
2PM - 10PM	Attito Hope Kofi	13:49:05 PM	23:25:05 PM	00 hr 00 min	09 hr 36 min
OFF	Okoe Harriet	13:53:25 PM	22:38:56 PM	00 hr 00 min	08 hr 45 min
2PM - 10PM	Setsoafia Daniel	15:16:50 PM	16:52:11 PM	01 hr 17 min	01 hr 35 min
Housekeeping					
OFF	Aboagyee Christiana	ATTN.	15:53:48 PM	00 hr 00 min	00 hr 00 min
	Ntim Davidson	ATTN.	07:19:46 AM	00 hr 00 min	00 hr 00 min
6AM - 3PM	Obeng Freda	04:38:43 AM	15:52:32 PM	00 hr 00 min	11 hr 13 min
6AM - 3PM	Mensah Emmanuel	05:08:10 AM	ATTN.	00 hr 00 min	00 hr 00 min
6AM - 3PM	Laryea Getrude	05:41:13 AM	17:36:07 PM	00 hr 00 min	11 hr 54 min
6AM - 3PM	Adu-Atta Jones	05:55:41 AM	15:54:51 PM	00 hr 00 min	09 hr 59 min
6AM - 3PM	Bruce Francis Harding	05:59:13 AM	19:59:47 PM	00 hr 00 min	14 hr 00 min

Shift	Name	First In	Last Out	Late (Hrs)	Total (Hrs)
Thursday-5-December-2013					
Housekeeping					
6AM - 3PM	Ntinah Jennifer	06:57:46 AM	18:25:35 PM	00 hr 58 min	11 hr 27 min
8AM - 5PM	Ninson Laura Nyamekye	07:05:41 AM	18:27:36 PM	00 hr 00 min	11 hr 21 min
6AM - 3PM	Hawa Elizabeth	07:34:43 AM	18:01:07 PM	01 hr 35 min	10 hr 26 min
6AM - 3PM	Mensah Joana Essabra	08:03:56 AM	16:28:33 PM	02 hr 04 min	08 hr 24 min
6AM - 3PM	Kwadjo Comfort Naki	08:55:03 AM	00:19:01 AM	02 hr 55 min	15 hr 23 min
6AM - 3PM	Kudzo Nadia Delali	08:55:11 AM	16:07:54 PM	02 hr 55 min	07 hr 12 min
2PM - 10PM	Danso Vicline Akosua Anim	13:05:14 PM	00:10:22 AM	00 hr 00 min	11 hr 05 min
	Ako Angorkor	13:20:06 PM	00:25:55 AM	00 hr 00 min	11 hr 05 min
2PM - 10PM	Okoson John	13:30:26 PM	00:04:21 AM	00 hr 00 min	10 hr 33 min
2PM - 10PM	Adaminor Patrick	13:35:45 PM	00:14:13 AM	00 hr 00 min	10 hr 38 min
2PM - 10PM	Ameworlor Francis	13:55:45 PM	00:19:32 AM	00 hr 00 min	10 hr 23 min
2PM - 10PM	Kuhorbzi Elikplim Adzo	14:06:31 PM	00:17:36 AM	00 hr 07 min	10 hr 11 min
2PM - 10PM	Nartey Michael	14:12:17 PM	00:19:50 AM	00 hr 12 min	10 hr 07 min
2PM - 10PM	Ametovi George	14:44:46 PM	00:17:28 AM	00 hr 45 min	09 hr 32 min
2PM - 10PM	Yeboah Vivian	14:44:54 PM	00:14:30 AM	00 hr 45 min	09 hr 29 min
2PM - 10PM	Amponsah Prince Lord	17:54:47 PM	ATTN.	03 hr 55 min	00 hr 00 min
9PM - 6AM	Kwanning Samuel	18:22:04 PM	ATTN.	00 hr 00 min	00 hr 00 min
9PM - 6AM	Mingle Stanley	20:38:31 PM	07:46:40 AM	00 hr 00 min	11 hr 08 min
9PM - 6AM	Ashirife Benjamin Buadu.	22:32:17 PM	08:42:05 AM	01 hr 32 min	10 hr 09 min
IT					
6AM - 3PM	Anim Kwame Asumeng	08:23:41 AM	19:31:50 PM	02 hr 24 min	11 hr 08 min
8AM - 5PM	Owusu Obed Elloin	08:40:19 AM	21:21:08 PM	00 hr 40 min	12 hr 40 min
Kitchen					
	Kyei Vida Ampadu	ATTN.	16:31:58 PM	00 hr 00 min	00 hr 00 min
	Debrah Barbarah	ATTN.	15:01:21 PM	00 hr 00 min	00 hr 00 min
6AM - 3PM	Mettle Melvin	ATTN.	ATTN.	00 hr 00 min	00 hr 00 min
6AM - 3PM	Lampsey Ahmed	05:10:35 AM	15:53:00 PM	00 hr 00 min	10 hr 42 min
6AM - 3PM	Abiesi Jennifer	05:11:01 AM	17:10:26 PM	00 hr 00 min	11 hr 59 min
	Tetteh Nicholas	05:30:46 AM	15:29:42 PM	00 hr 00 min	09 hr 58 min
6AM - 3PM	Tetteh Sidney Nii	05:33:43 AM	16:03:57 PM	00 hr 00 min	10 hr 30 min
6AM - 3PM	Lampsey Samuel	05:54:45 AM	15:30:15 PM	00 hr 00 min	09 hr 35 min
6AM - 3PM	Akunor Thomas Tetteh	06:13:46 AM	15:36:17 PM	00 hr 14 min	09 hr 22 min
6AM - 3PM	Tetteyngua Isaac	06:21:21 AM	16:03:36 PM	00 hr 21 min	09 hr 42 min
6AM - 3PM	Patterson Joyce Tetteh	07:12:26 AM	15:50:44 PM	01 hr 12 min	08 hr 38 min
6AM - 3PM	Agyekum Beatrice	07:53:23 AM	15:46:37 PM	01 hr 53 min	07 hr 53 min
6AM - 3PM	Denkyi Thomas	08:53:42 AM	18:40:34 PM	02 hr 54 min	09 hr 46 min
2PM - 10PM	Odartey Hayford	12:11:58 PM	00:21:38 AM	00 hr 00 min	12 hr 09 min
2PM - 10PM	Adjety Grace	12:42:01 PM	23:59:16 PM	00 hr 00 min	11 hr 17 min
2PM - 10PM	Obuobisah Philomina Asantewaa	12:47:17 PM	23:59:40 PM	00 hr 00 min	11 hr 12 min

Shift	Name	First In	Last Out	Late (Hrs)	Total (Hrs)
Thursday-5-December-2013					
Kitchen					
	Laryea Mavis Naa Meeley	13:03:40 PM	23:59:23 PM	00 hr 00 min	10 hr 55 min
2PM - 10PM	Awaitey Stephen	13:16:11 PM	23:42:10 PM	00 hr 00 min	10 hr 25 min
2PM - 10PM	Asante Isaac Offei	13:35:29 PM	23:46:21 PM	00 hr 00 min	10 hr 10 min
2PM - 10PM	Asravor Jennifer	13:44:57 PM	23:07:40 PM	00 hr 00 min	09 hr 22 min
2PM - 10PM	Tetteh Richard	13:45:51 PM	ATTN.	00 hr 00 min	00 hr 00 min
2PM - 10PM	Sowah Daniel	13:50:56 PM	23:58:15 PM	00 hr 00 min	10 hr 07 min
2PM - 10PM	Opare David Asante	14:38:48 PM	00:36:38 AM	00 hr 39 min	09 hr 57 min
9PM - 6AM	Mensah Samuel Siaw	21:51:09 PM	08:01:54 AM	00 hr 51 min	10 hr 10 min
9PM - 6AM	Dansowaa Faustina	22:27:45 PM	07:47:26 AM	01 hr 28 min	09 hr 19 min
Maintenance					
6AM - 3PM	Yemoh Emmanuel Okoe	ATTN.	18:09:14 PM	00 hr 00 min	00 hr 00 min
	Sam Bernard	ATTN.	15:24:55 PM	00 hr 00 min	00 hr 00 min
2PM - 10PM	Twum-Barima Nana Dei	ATTN.	23:59:51 PM	00 hr 00 min	00 hr 00 min
6AM - 3PM	Sakyiamah-Dampare Benjamin Kwame Amueh	04:30:59 AM	ATTN.	00 hr 00 min	00 hr 00 min
6AM - 3PM	Annang-Tawiah Emmanuel	05:20:50 AM	16:35:09 PM	00 hr 00 min	11 hr 14 min
6AM - 3PM	Osei Emmanuel	05:58:48 AM	16:14:32 PM	00 hr 00 min	10 hr 15 min
6AM - 3PM	Martey Isaac Kwabina	07:16:43 AM	17:44:49 PM	01 hr 17 min	10 hr 28 min
6AM - 3PM	Apati Victor	07:44:49 AM	16:20:32 PM	01 hr 45 min	08 hr 35 min
6AM - 3PM	Bonti Sem	07:50:51 AM	19:23:43 PM	01 hr 51 min	11 hr 32 min
6AM - 3PM	Ewusi Joshua	08:01:47 AM	ATTN.	02 hr 02 min	00 hr 00 min
6AM - 3PM	Laryea Geoffrey	08:16:42 AM	17:24:57 PM	02 hr 17 min	09 hr 08 min
6AM - 3PM	Adams Nayaaro	08:25:47 AM	17:45:27 PM	02 hr 26 min	09 hr 19 min
6AM - 3PM	Obeng Richard	08:56:33 AM	18:34:28 PM	02 hr 57 min	09 hr 37 min
OFF	Okine Joshua	21:39:52 PM	ATTN.	00 hr 00 min	00 hr 00 min
Marketing					
8AM - 5PM	Lamprey Zoe Naa Lameley	07:24:14 AM	ATTN.	00 hr 00 min	00 hr 00 min
6AM - 3PM	Bampoe Jeffrey Ohene	07:42:43 AM	23:25:28 PM	01 hr 43 min	15 hr 42 min
8AM - 5PM	Darkwah Marian Akua	09:19:21 AM	ATTN.	01 hr 19 min	00 hr 00 min
8AM - 5PM	Dzamefe Anthony Mensah	15:12:37 PM	22:05:20 PM	07 hr 13 min	06 hr 52 min