



**YOUR COMPANY NAME HERE**

LOCATION HERE  
 ADDRESS HERE  
 CONTACT HERE

**ATTENDANCE REPORT (LATENESS)**

From :	Monday 09 December, 2013			To:	Monday 09 December, 2013	
Shift	Name	First In	Last Out	Late (Hrs)	Total (Hrs)	
Monday-9-December-2013						
Human Resources / Admin						
8AM - 5PM	Boahen Emmanuella Pokuaa	08:05:41 AM	17:16:25 PM	00 hr 06 min	09 hr 10 min	
Finance						
8AM - 5PM	Amissah Patrick	08:19:34 AM	17:53:07 PM	00 hr 20 min	09 hr 33 min	
8AM - 5PM	Sakyi Eric Opoku	08:22:51 AM	17:31:03 PM	00 hr 23 min	09 hr 08 min	
8AM - 5PM	Kotey Mabel Adei	13:48:01 PM	00:12:35 AM	05 hr 48 min	10 hr 24 min	
Food & Beverage						
6AM - 3PM	Amoo Florence Adumah	06:47:36 AM	15:43:00 PM	00 hr 48 min	08 hr 55 min	
6AM - 3PM	Nartey Nathaniel	06:50:34 AM	15:58:17 PM	00 hr 51 min	09 hr 07 min	
6AM - 3PM	Ankrah Bernard	08:47:14 AM	15:58:52 PM	02 hr 47 min	07 hr 11 min	
6AM - 3PM	Quarshie Clifford Ayitey	10:10:30 AM	15:37:14 PM	04 hr 11 min	05 hr 26 min	
8AM - 5PM	Boateng Esther Nana Yaa	12:51:16 PM	23:45:49 PM	04 hr 51 min	10 hr 54 min	
2PM - 10PM	Tengey Emmanuel	14:14:29 PM	01:06:48 AM	00 hr 14 min	10 hr 52 min	
2PM - 10PM	Adiko Michael	14:15:01 PM	00:15:36 AM	00 hr 15 min	10 hr 00 min	
2PM - 10PM	Akuffu Ebenezer	14:20:06 PM	00:13:19 AM	00 hr 20 min	09 hr 53 min	
2PM - 10PM	Addo Eugene	14:20:13 PM	00:11:11 AM	00 hr 20 min	09 hr 50 min	
2PM - 10PM	Anum Regina Tsotso	14:21:12 PM	ATTN.	00 hr 21 min	00 hr 00 min	
2PM - 10PM	Antseh Paul	14:26:12 PM	23:08:21 PM	00 hr 26 min	08 hr 42 min	
2PM - 10PM	Tetteh Jaqueline	14:30:54 PM	23:17:08 PM	00 hr 31 min	08 hr 46 min	
2PM - 10PM	Obuako Simon	14:37:51 PM	00:21:49 AM	00 hr 38 min	09 hr 43 min	
2PM - 10PM	Kpenema Emmanuel	14:44:22 PM	23:49:01 PM	00 hr 44 min	09 hr 04 min	
2PM - 10PM	Aidoo Benjamin	15:27:41 PM	00:08:30 AM	01 hr 28 min	08 hr 40 min	
9PM - 6AM	Donkor Vincent Paa Kwesi	21:11:16 PM	09:19:42 AM	00 hr 11 min	12 hr 08 min	
Front Office						
6AM - 3PM	Nyarko Patrick	06:03:16 AM	14:20:32 PM	00 hr 03 min	08 hr 17 min	
6AM - 3PM	Mensah Marian	06:12:39 AM	14:32:03 PM	00 hr 13 min	08 hr 19 min	
6AM - 3PM	Okoe Harriet	06:35:16 AM	14:53:51 PM	00 hr 35 min	08 hr 18 min	
6AM - 3PM	Baah Bismark K.	06:37:43 AM	ATTN.	00 hr 38 min	00 hr 00 min	
6AM - 3PM	Aggrey-Walker Emma Clara	07:06:11 AM	17:39:50 PM	01 hr 06 min	10 hr 33 min	
6AM - 3PM	Boamah Nana Oye	07:52:05 AM	18:00:43 PM	01 hr 52 min	10 hr 08 min	
6AM - 3PM	Bensah Etonam Irene	10:57:19 AM	21:10:37 PM	04 hr 57 min	10 hr 13 min	
Housekeeping						
6AM - 3PM	Kwadjo Comfort Naki	06:12:10 AM	17:36:45 PM	00 hr 12 min	11 hr 24 min	
6AM - 3PM	Kuhorbzi Elikplim Adzo	06:18:02 AM	15:44:41 PM	00 hr 18 min	09 hr 26 min	
6AM - 3PM	Oforiwaa Patricia	07:03:31 AM	17:20:20 PM	01 hr 04 min	10 hr 16 min	

Shift	Name	First In	Last Out	Late (Hrs)	Total (Hrs)
Monday-9-December-2013					
Housekeeping					
6AM - 3PM	Firdaus Uthman	07:09:08 AM	17:13:37 PM	01 hr 09 min	10 hr 04 min
6AM - 3PM	Aboagyie Christiana	07:11:42 AM	16:21:26 PM	01 hr 12 min	09 hr 09 min
6AM - 3PM	Kudzo Nadia Delali	07:11:51 AM	16:21:09 PM	01 hr 12 min	09 hr 09 min
6AM - 3PM	Mensah Joana Essabra	08:22:37 AM	16:33:54 PM	02 hr 23 min	08 hr 11 min
6AM - 3PM	Tisoma Gabriel NA	09:47:24 AM	00:08:38 AM	03 hr 47 min	14 hr 21 min
8AM - 5PM	QUARSHIE GIFTY NAA AKU	13:27:50 PM	22:21:35 PM	05 hr 28 min	08 hr 53 min
2PM - 10PM	Yeboah Vivian	14:27:03 PM	00:09:03 AM	00 hr 27 min	09 hr 42 min
2PM - 10PM	Addo Austin Kofi	14:33:59 PM	00:15:53 AM	00 hr 34 min	-15 hr 41 min
Kitchen					
6AM - 3PM	Armah Rita Boadoua	06:02:47 AM	14:24:56 PM	00 hr 03 min	08 hr 22 min
6AM - 3PM	Tetteyngua Isaac	06:23:14 AM	15:33:51 PM	00 hr 23 min	09 hr 10 min
6AM - 3PM	Akunor Thomas Tetteh	06:24:24 AM	15:36:13 PM	00 hr 24 min	09 hr 11 min
6AM - 3PM	Debrah Barbarah	06:28:30 AM	16:51:08 PM	00 hr 29 min	10 hr 22 min
6AM - 3PM	Mensah Samuel	06:54:49 AM	16:43:04 PM	00 hr 55 min	09 hr 48 min
6AM - 3PM	Tsumasi Rita	06:57:45 AM	16:45:55 PM	00 hr 58 min	09 hr 48 min
6AM - 3PM	Patterson Joyce Tetteh	07:32:20 AM	ATTN.	01 hr 32 min	00 hr 00 min
2PM - 10PM	Opare David Asante	14:09:09 PM	00:12:53 AM	00 hr 09 min	10 hr 03 min
6AM - 3PM	Mensah Samuel Siaw	21:58:59 PM	ATTN.	15 hr 59 min	00 hr 00 min
Maintenance					
6AM - 3PM	Sam Bernard	06:38:02 AM	16:39:29 PM	00 hr 38 min	10 hr 01 min
6AM - 3PM	Ewusi Joshua	06:40:41 AM	16:34:05 PM	00 hr 41 min	09 hr 53 min
6AM - 3PM	Osei Emmanuel	06:55:54 AM	16:20:05 PM	00 hr 56 min	09 hr 24 min
6AM - 3PM	Annan Joseph	07:28:11 AM	19:06:46 PM	01 hr 28 min	11 hr 38 min
6AM - 3PM	Apati Victor	07:35:25 AM	16:10:01 PM	01 hr 35 min	08 hr 34 min
6AM - 3PM	Obeng Richard	08:08:35 AM	19:02:39 PM	02 hr 09 min	10 hr 54 min
6AM - 3PM	Yemoh Emmanuel Okoe	08:35:09 AM	18:58:12 PM	02 hr 35 min	10 hr 23 min
6AM - 3PM	Martey Isaac Kwabina	09:07:28 AM	19:23:32 PM	03 hr 07 min	10 hr 16 min
6AM - 3PM	Adams Nayaaro	09:10:05 AM	18:32:11 PM	03 hr 10 min	09 hr 22 min
2PM - 10PM	Aidoo Isaac	16:49:26 PM	ATTN.	02 hr 49 min	00 hr 00 min
Marketing					
6AM - 3PM	Bampoe Jeffrey Ohene	08:04:29 AM	19:04:34 PM	02 hr 04 min	11 hr 00 min
8AM - 5PM	Darkwah Marian Akua	09:47:57 AM	19:30:24 PM	01 hr 48 min	09 hr 42 min