


<p align="center"><u>Company Name</u></p> 	<p align="center">Application of Outdoor entry for Attendance Report</p>	<p>Document No:</p>
<p>Rev. No. : Date :</p>		

Employee Name : _____

Employee Code : _____

Department. : _____

Date : From _____ To _____

Reason for Manual punching : _____

Date:

Signature of Applicant:

Reporting Manager's Approval

Approved

Rejected

Comments:

Date:

Manager Signature: