勤怠管理日報

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| 日付 | 令和　　年　　月　　日（　　） |  |
| 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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