勤務表

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | 年 | |  | | | 月 | |  | | |  | | | | 部署 | |  | | | 氏名 | |  | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 日付 | 曜日 | 予定時間 | | | | | | | | 承認者 | | | 実働時間 | | | | | | 確認者 | | 実労働時間 | 深夜  時間 | | 実労働合計 | | 超過  時間 | 備考 |
| 1 |  |  | | | 〜 | |  | | |  | | |  | | 〜 | |  | |  | |  |  | |  | |  |  |
| 2 |  |  | | | 〜 | |  | | |  | | |  | | 〜 | |  | |  | |  |  | |  | |  |  |
| 3 |  |  | | | 〜 | |  | | |  | | |  | | 〜 | |  | |  | |  |  | |  | |  |  |
| 4 |  |  | | | 〜 | |  | | |  | | |  | | 〜 | |  | |  | |  |  | |  | |  |  |
| 5 |  |  | | | 〜 | |  | | |  | | |  | | 〜 | |  | |  | |  |  | |  | |  |  |
| 6 |  |  | | | 〜 | |  | | |  | | |  | | 〜 | |  | |  | |  |  | |  | |  |  |
| 7 |  |  | | | 〜 | |  | | |  | | |  | | 〜 | |  | |  | |  |  | |  | |  |  |
| 8 |  |  | | | 〜 | |  | | |  | | |  | | 〜 | |  | |  | |  |  | |  | |  |  |
| 9 |  |  | | | 〜 | |  | | |  | | |  | | 〜 | |  | |  | |  |  | |  | |  |  |
| 10 |  |  | | | 〜 | |  | | |  | | |  | | 〜 | |  | |  | |  |  | |  | |  |  |
| 11 |  |  | | | 〜 | |  | | |  | | |  | | 〜 | |  | |  | |  |  | |  | |  |  |
| 12 |  |  | | | 〜 | |  | | |  | | |  | | 〜 | |  | |  | |  |  | |  | |  |  |
| 13 |  |  | | | 〜 | |  | | |  | | |  | | 〜 | |  | |  | |  |  | |  | |  |  |
| 14 |  |  | | | 〜 | |  | | |  | | |  | | 〜 | |  | |  | |  |  | |  | |  |  |
| 15 |  |  | | | 〜 | |  | | |  | | |  | | 〜 | |  | |  | |  |  | |  | |  |  |
| 16 |  |  | | | 〜 | |  | | |  | | |  | | 〜 | |  | |  | |  |  | |  | |  |  |
| 17 |  |  | | | 〜 | |  | | |  | | |  | | 〜 | |  | |  | |  |  | |  | |  |  |
| 18 |  |  | | | 〜 | |  | | |  | | |  | | 〜 | |  | |  | |  |  | |  | |  |  |
| 19 |  |  | | | 〜 | |  | | |  | | |  | | 〜 | |  | |  | |  |  | |  | |  |  |
| 20 |  |  | | | 〜 | |  | | |  | | |  | | 〜 | |  | |  | |  |  | |  | |  |  |
| 21 |  |  | | | 〜 | |  | | |  | | |  | | 〜 | |  | |  | |  |  | |  | |  |  |
| 22 |  |  | | | 〜 | |  | | |  | | |  | | 〜 | |  | |  | |  |  | |  | |  |  |
| 23 |  |  | | | 〜 | |  | | |  | | |  | | 〜 | |  | |  | |  |  | |  | |  |  |
| 24 |  |  | | | 〜 | |  | | |  | | |  | | 〜 | |  | |  | |  |  | |  | |  |  |
| 25 |  |  | | | 〜 | |  | | |  | | |  | | 〜 | |  | |  | |  |  | |  | |  |  |
| 26 |  |  | | | 〜 | |  | | |  | | |  | | 〜 | |  | |  | |  |  | |  | |  |  |
| 27 |  |  | | | 〜 | |  | | |  | | |  | | 〜 | |  | |  | |  |  | |  | |  |  |
| 28 |  |  | | | 〜 | |  | | |  | | |  | | 〜 | |  | |  | |  |  | |  | |  |  |
| 29 |  |  | | | 〜 | |  | | |  | | |  | | 〜 | |  | |  | |  |  | |  | |  |  |
| 30 |  |  | | | 〜 | |  | | |  | | |  | | 〜 | |  | |  | |  |  | |  | |  |  |
| 31 |  |  | | | 〜 | |  | | |  | | |  | | 〜 | |  | |  | |  |  | |  | |  |  |
|  | | | | | | | | | | | | | | | | | | | 合計 | | |  | |  | |  |  |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 担当 | | | 上長 | | | | | 部長 | | | |  | | | |  | | | |  | | | | | | | |
|  | | |  | | | | |  | | | |  | | | |  | | | |  | | | | | | | |