

## Check-In Record

| Employee Name:      |               | Location of Work:    |                             |          |
|---------------------|---------------|----------------------|-----------------------------|----------|
| Check-in Intervals: |               | Shift Start Time:    |                             |          |
|                     |               | Shift End Time:      |                             |          |
| Date                | Check-In Time | Communication Method | Check-In Designate Initials | Comments |
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