

**EMPLOYEE TIME AND ATTENDANCE APPROVAL**

I verify that I have reviewed time and attendance for the period of \_\_\_\_\_ to \_\_\_\_\_ for all employees under my supervision, and request that this serve as my approval for payment.

**Location** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Title** \_\_\_\_\_

**Date** \_\_\_\_\_