簽到退紀錄表

單位：

職稱：

姓名：

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| 日期 | 簽到/時間 | 簽退/時間 | 備註(原因) | 簽名確認 |
|  | 報到(以08:00計) |  | 新進人員行政系統帳號未開通 |  |
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單位主管核章：