**PLANTILLA DE PARTE DE HORAS DE CUALQUIER PERÍODO DE PAGO**

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| **EMPLEADO** |  | **COMPAÑÍA** |
| **NOMBRE** |  |  | **NOMBRE** |  |
| **NÚMERO DE IDENTIFICACIÓN** |  |  | **DIRECCIÓN** |  |
| **DIRECCIÓN** |  |  |  |
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| **DEPARTAMENTO** |  |  | **TELÉFONO** |  |
| **DIRECTOR** |  |  | **CORREO ELECTRÓNICO** |  |

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| **FECHA** | **RELOJ EN** | **RELOJ OUT** | **TIEMPO DE DESCANSO TOTAL EN HRS** | **TOTAL DE HORAS REGULARES** | **TOTAL DE HORAS EXTRAS** | **HORAS DIARIAS COMBINADAS** |
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|  | **TOTAL DE HORAS** |  |  |  |  |

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| **FIRMA DEL EMPLEADO:** |  | **FECHA:** |  |
| **FIRMA DEL GERENTE:** |  | **FECHA:** |  |