**University of British Columbia**

**Department of Materials Engineering**

**Frank Forward Building**

**Employee/student daily login form**

Please complete this form daily upon coming to work.

**Departmental Staff** (e.g. technicians): Forward the form to Michelle Tierney (mtierney@apsc.ubc.ca)

**Research staff**: Put a copy of the form in the lab (e.g. in a binder). Send to your supervisor or his/her designate if they require that.

The self-assessment is now part of the online daily login form

Your name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ /2020

Time \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ AM / PM