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Labour Attendance & Weekly Wage Sheet

Tick each day a worker comes (1 = full day, 0.5 = half day). Days and pay calculate. Copy the tab for each week.

Project	4-bedroom bungalow, Lugbe, Abuja (example)	**Week ending**	28-Nov-2026
Site supervisor	(name)	**Paid by**	Cash / transfer

Worker	Trade	Mon	Tue	Wed	Thu	Fri	Sat	Days	Day rate (₦)	Gross (₦)	Advance / deduct (₦)	Net pay (₦)
Musa Ibrahim	Mason (head)	1.00	1.00	1.00	1.00	1.00	0.50	₦6	₦14,000	₦77,000	₦0	₦77,000
Segun Ade	Mason	1.00	1.00	0.00	1.00	1.00	0.50	₦5	₦12,000	₦54,000	₦5,000	₦49,000
Emeka Uche	Iron bender	1.00	1.00	1.00	1.00	0.00	0.00	₦4	₦12,000	₦48,000	₦0	₦48,000
Yakubu Danjuma	Labourer	1.00	1.00	1.00	1.00	1.00	0.50	₦6	₦5,000	₦27,500	₦0	₦27,500
Tobi Akin	Labourer	1.00	0.50	1.00	1.00	1.00	0.50	₦5	₦5,000	₦25,000	₦2,000	₦23,000
Ifeanyi Obi	Labourer	0.00	1.00	1.00	1.00	1.00	0.50	₦5	₦5,000	₦22,500	₦0	₦22,500
							Totals	**₦29**		**₦254,000**	**₦7,000**	**₦247,000**

Advance / deduct = money already given during the week (transport, feeding advance) or a deduction agreed with the worker. Pay against this sheet and have each worker sign or thumbprint below.

PAYMENT ACKNOWLEDGEMENT

Worker	Net paid (₦)	Date paid	Signature / thumbprint
Musa Ibrahim			
Segun Ade			

Prepared by (supervisor)

Name:

Date:

Approved by (owner / PM)

Name:

Date:

Free template from NigeriaBuildingCost.ng. Rates are indicative (Nov 2026) — check current prices in your location before relying on any figure. Faster option: use the free Track My Build — log labour payments as expenses against your budget at https://nigeriabuildingcost.ng/construction-management-software-nigeria