

Shift Record Form - Call Center Agent

This **shift record form** sample is designed specifically for call center agents to efficiently log their working hours and break times. It ensures accurate tracking of shifts, helping supervisors manage schedules and monitor agent productivity. The form promotes organized record-keeping and easy reporting.

Agent Name: _____
Employee ID: _____
Date: _____

Shift Start Time	Shift End Time	Break Start	Break End	Comments/Notes	Supervisor Initial

Additional Remarks:

Agent Signature: _____ **Date:** _____
Supervisor Signature: _____ **Date:** _____