Department-wise Attendance Sheet for Payroll Calculation

Department Name: _____

Month: _____

Location: _____

Supervisor: _____

Prepared By: _____

Date: _____ / _____ / _____

S. No.	Employee Name	Employee ID	Designation	D1	D2	D3	D4	D5	D6	D7	... (Continue up to D31)	Total Days Present	Leave Days	Remarks
1	John Doe	EMP001	Accountant	P	P	P	L	P	P	P	...	28	2	-
2	Jane Smith	EMP002	Clerk	P	A	P	P	L	P	P	...	27	3	Late arrival

Important Notes:

- Use official codes: P = Present, A = Absent, L = Leave, H = Holiday.
- Complete details for every employee for accurate payroll processing.
- Verify attendance entries before submission to payroll.
- Attach approved leave forms with this sheet if applicable.
- This document serves as the primary record for salary calculation.