Employee Attendance Log Sheet For Payroll

Employee Name: **John Doe**   Employee ID: **EMP-1214**   Department: **Accounting**   Month: **June 2024**

Date	Day	In Time	Out Time	Total Hours	Status (Present/Absent/Leave)	Remarks
01/06/2024	Sat	09:00	17:00	8	Present	-
02/06/2024	Sun	-	-	-	Absent	Weekend
03/06/2024	Mon	09:05	16:58	7.9	Present	-
04/06/2024	Tue	-	-	-	Leave	Sick Leave
05/06/2024	Wed	09:02	17:05	8	Present	-
06/06/2024	Thu	09:11	17:00	7.8	Present	Late In
07/06/2024	Fri	09:00	17:00	8	Present	-

Important Notes:

- Ensure all daily attendance entries are updated promptly and accurately.
- Clearly mark holidays, weekends, and leaves for transparency in payroll calculation.
- Attendance logs form the official record for salary, deductions, and leave balances.
- Unauthorized or unrecorded absences may impact payroll and performance reviews.
- This document should be reviewed and approved by both the employee and supervisor at month's end.