

Monthly Attendance Register

For Payroll Processing

Company: _____
Department: _____
Month: _____ Year: _____

Sl. No.	Employee Name	Employee Code	Designation	Day of Month																											
				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
1	John Doe	EMP001	Accountant	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	L	P	P	P	P	A	P	P	P	
2	Jane Smith	EMP002	HR Executive	P	A	P	L	P	P	P	P	L	P	A	P	P	A	P	P	P	P	L	P	P	P	P	P	P	P	P	

- Important Notes:**
- Attendance must be marked daily by authorized personnel.
 - Legend: P - Present, A - Absent, L - Leave (approved), H - Holiday, W - Weekly Off.
 - This register forms the basis for monthly payroll processing and compliance.
 - Ensure all corrections are countersigned to maintain authenticity.
 - Maintain this register as per statutory requirements for inspection and record-keeping.