

# 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	2
1	John Doe	EMP001	Accountant	P	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	F
2	Jane Smith	EMP002	HR Executive	P	A	P	L	P	P	P	L	P	A	P	P	A	P	P	P	P	P	L	P	P	P	P	P	P	P	P	F

### 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.