

Shift-wise Attendance Sheet

Payroll Period: _____

S.No	Employee Name	Employee ID	Shift			Total Days Present	Total Days Absent	Remarks
			Morning	Evening	Night			
1	John Doe	EMP001	P	A	A	25	5	-
2	Jane Smith	EMP002	A	P	A	27	3	Late arrival on 3 days
3	David Lee	EMP003	A	A	P	30	0	-

Important Notes:

- Mark **P** for Present and **A** for Absent under each shift.
- Ensure the attendance sheet is updated daily to maintain accuracy for payroll processing.
- Late arrivals and early departures should be noted in the Remarks column.
- This document forms a key record for audit and payroll reconciliation purposes.
- Keep the sheet signed by the supervisor or shift-in-charge at the end of the payroll period.