

# Employee Attendance Sheet

Company Name: [Company Name]

Department: [Department]

Month: [Month] Year: [Year]

S/N	Employee Name	Employee ID	Date																													Total Days Present	Total Days Absent	Remarks
			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	29	30	31	
1	[Employee Name]	[ID]	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	29	2	-
2	[Employee Name]	[ID]	P	A	P	P	P	P	A	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	28	3	-

## Important Notes:

- P = Present, A = Absent, L = Leave, H = Holiday.
- Ensure accurate daily marking to avoid payroll discrepancies.
- This sheet must be verified and signed by the immediate supervisor.
- Keep attendance records securely for compliance and audits.