Biometric Attendance Report

For Payroll Processing

Company Name: ABC Corporation Pvt. Ltd.
Department: Human Resources
Reporting Period: 1st June 2024 - 30th June 2024
Date Generated: 1st July 2024

Employee ID	Name	Designation	Total Working Days	Days Present	Days Absent	Late Marks	Half Days	Overtime (hrs)	Leave Type(s)	Remarks
EMP001	Jane Doe	Accountant	26	24	2	0	1	5	CL:1	-
EMP002	Rahul Singh	Analyst	26	25	1	2	0	0	SL:1	Late on 10th June
EMP003	Priya Sharma	HR Exec.	26	26	0	0	0	3	-	-
EMP004	Mohit Verma	Manager	26	22	4	1	2	0	PL:2, SL:2	Approved leave

Important Notes:

- Please verify all attendance data with biometric logs before payroll processing.
- Ensure all approved leaves are correctly updated in the system.
- Discrepancies found should be reported to the HR department immediately.
- Late marks and half days may impact salary as per company policy.
- This report is confidential and should be handled as per data privacy guidelines.