

Daily Attendance Register

Company: _____

Department: _____

Month: _____

Year: _____

| S. No. | Employee Name | Employee ID | Day of Month | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Present (Days) | Absent (Days) | Leave (Day) | | | | | | | | | | |
|-----------|------------------|----------------|--------------|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|-------------------|------------------|----------------|--|--|--|--|--|--|--|--|--|--|
| | | | 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 | John Doe | EMP001 | P | P | P | A | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | L | P | P | P | P | P | P | P | P | 29 | 1 | 1 | | | | | | | | | | |
| 2 | Jane Smith | EMP002 | P | P | P | P | P | P | L | P | P | P | P | P | A | L | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | 28 | 1 | 2 | | | | | | | | | | |
| 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Important Notes

- Attendance should be recorded daily and accurately for each employee.
- Use 'P' for Present, 'A' for Absent, 'L' for Leave, or other company-approved codes as applicable.
- This document is critical for accurate payroll calculation and statutory compliance.
- Keep attendance registers safely as they may be required during audits.