

# Daily Attendance Register

Company: \_\_\_\_\_  
Department: \_\_\_\_\_  
Month: \_\_\_\_\_  
Year: \_\_\_\_\_

S. No.	Employee Name	Employee ID	Day of Month																															Present (Days)	Absent (Days)	Leav (Days)
			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	L	P	P	P	P	P	P	P	P	P	29	1	1			
2	Jane Smith	EMP002	P	P	P	P	P	L	P	P	P	P	P	P	A	L	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.