Department-wise Attendance Record for Payroll

Month: June 2024
Department: _____

Prepared By: _____   **Supervisor:** _____   **Date:** ____ / ____ / 2024

Sl. No.	Employee Name	Employee ID	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	Total Present	Total Absent	Remarks
1	John Doe	EMP001	P	P	P	P	A	P	P	P	P	A	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	-			28	3	-
2	Jane Smith	EMP002	P	A	P	P	P	P	A	P	P	P	A	P	P	P	P	P	P	A	P	P	P	P	A	P	P	P	-	-				27	4	-

_____
Prepared By
_____
Checked By
_____
Approved By

Important Notes:

- 'P' denotes Present, 'A' denotes Absent, '-' denotes Not Applicable or Day Off.
- Attendance data should be cross-checked against biometric or manual registers before payroll processing.
- Remarks column should be used for special leaves, half-days, or late arrivals as per company policy.
- Ensure the form is reviewed and signed by authorized personnel before submission to payroll.
- Keep records securely for future reference and audits.