Excel Attendance Sheet Format for Payroll Management

Month: June 2024 | Department: [Your Department]

Emp. ID	Employee Name	Designation	Day of the Month																												
			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
001	John Doe	Accountant	P	P	P	A	P	P	P	P	P	P	P	L	P	P	P	P	A	P	P	P	P	P	P	P	P	P	26	2	2	
002	Mary Smith	HR Manager	P	L	P	P	P	P	P	P	P	P	P	P	P	A	L	P	P	P	P	P	P	P	P	P	P	27	1	2		

*Legend: **P**: Present **A**: Absent **L**: Leave*

Important Notes:

- Ensure employee attendance is updated daily for accurate payroll calculation.
- Leaves must be supported by valid leave applications and approved in advance.
- This sheet serves as an official record for salary processing and statutory compliance.
- Any manual corrections must be initialed and dated by the HR/Manager.
- Retain each month's attendance sheets for future references and audits.

Emp. ID	Employee Name	Designation	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
001	John Doe	Accountant	P	P	P	A	P	P	P	P	P	P	P	L	P	P	P	P	A	P	P	P	P	P	P	P	P	P	26	2	2	