Monthly Attendance Sheet Template

Department: _____   **Month:** _____   **Year:** _____

#	Employee Name	Employee ID	Dates																																Total Present	Total Absent	Remar
			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	Jane Doe	EMP0123																																			
2	John Smith	EMP0456																																			

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Prepared By

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Checked By

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Approved By

Important Notes

- Record daily attendance using codes such as P (Present), A (Absent), L (Leave), or H (Holiday).
- Ensure all fields are completed accurately for payroll processing.
- Retain signed copies for audit and compliance purposes.
- Modify the number of date columns according to the specific month if needed.
- Review and update attendance data before submission to the payroll department.