Remote Employee Attendance Sheet for Payroll

Employee Name: _____ **Employee ID:** _____

Department: _____ **Month:** _____

Supervisor: _____

Date	Check-In	Check-Out	Total Hours	Status (Present/Absent/Leave)	Remarks
01/MM/YYYY					
02/MM/YYYY					
03/MM/YYYY					
04/MM/YYYY					

Important Notes

- Attendance records must be submitted to Payroll at the end of each month.
- Any corrections should be reported to the supervisor immediately.
- "Present" status requires both check-in and check-out times to be filled.
- Leave days must be approved and accompanied with proper documentation.
- This sheet is an official record for payroll processing; false entries are subject to disciplinary action.