

Employee Attendance Bonus Sheet

Department: Human Resources

Month: June 2024

Prepared By: Admin Office

Emp. ID	Employee Name	Total Days	Attended Days	Leaves	Late Marks	Absent	Bonus Eligible (Yes/No)	Bonus Amount	Remarks
EMP001	John Doe	26	26	0	0	0	Yes	1000	-
EMP002	Jane Smith	26	25	1	0	0	Yes	800	1 Approved Leave
EMP003	Samuel Lee	26	24	0	2	2	No	0	2 Absents

Important Notes:

- Eligible employees must have full attendance or approved leaves for the month.
- Late marks and absents may affect bonus eligibility as per company policy.
- Bonus calculation criteria should be predefined and transparent.
- Any discrepancies should be reported to the HR department within 7 days.
- This document is confidential and intended for official use only.