Biometric Attendance Summary Sheet

Company/Department
Techfinity Solutions - HR

Month
June 2024

Prepared By
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Sheet Date
30-June-2024

Emp. ID	Employee Name	Total Working Days	Days Present	Days Absent	Late Arrivals	Early Leaves	Overtime (Hrs)	Remarks
EMP145	Sarah Dela Cruz	22	21	1	0	1	4.0	-
EMP172	Jonas Mercado	22	22	0	2	0	1.5	Excellent
EMP163	Mia Andres	22	20	2	1	2	0.0	Sick Leave
EMP136	Ramon Garcia	22	18	4	3	1	0.0	Frequent Absent
EMP151	Liza Salvador	22	22	0	0	0	2.5	Good
Total		110	103	7	6	4	8.0	

Important Notes:

- This document summarizes daily attendance data captured via a biometric system.

- Days marked as "Absent" should be validated with approved leave records before payroll processing.

- Overtime hours are computed based on company policies and biometric log timestamps.

- Any discrepancies should be reported to the HR Department within 3 working days.

- This summary is confidential and intended for internal use only.