Department-wise Attendance Log Form

Department: [_____]   Date: [_____]

#	Employee Name	Employee ID	Designation	In Time	Out Time	Status (Present/Absent)	Remarks
1							
2							
3							
4							
5							

Important Notes

- Ensure all attendance entries are accurate and complete before submission.
- The log should be updated daily by the authorized department personnel.
- 'Remarks' should specify reasons for absence or irregular timings, if any.
- This document should be securely stored to maintain employee confidentiality.
- Regular audits of attendance logs help in maintaining discipline and transparency.