

Digital Attendance Register Report

Payroll Period: 01 June 2024 - 30 June 2024

Company Name:
Prepared By:

Acme Solutions Pvt. Ltd.
Priya Kapoor

Department:
Date Generated:

Human Resources
30 June 2024

Employee ID	Employee Name	Total Working Days	Days Present	Days Absent	Paid Leaves	Unpaid Leaves	Late Arrivals
EMP1001	Rohit Sinha	22	20	2	1	1	0
EMP1002	Sneha Patel	22	22	0	0	0	1
EMP1003	Vikram Rana	22	18	4	2	2	2
EMP1004	Aarti Nair	22	21	1	1	0	0

Important Notes:

- This register is generated digitally and auto-calculates attendance metrics based on system records.
- Please verify the entries before processing payroll, as manual overrides (if any) are not reflected here.
- Punctuality (late arrivals) and leave types should be cross-checked with supporting documents for compliance.
- Unpaid leaves directly impact salary calculations according to company policy.
- For correction requests, please contact the HR department before payroll closure.