

Employee Daily Attendance Record Sheet

Department: _____

Date: _____

Supervisor: _____

Sheet No: _____

S. No	Employee Name	Employee ID	Designation	In Time	Out Time	Status (P/A/SL/CL/OD)	Remarks	Signature
1								
2								
3								
4								
5								

Important Notes:

- Status Codes: P = Present | A = Absent | SL = Sick Leave | CL = Casual Leave | OD = On Duty.
- Attendance data should be recorded daily and signed by each employee.
- Any corrections must be initialed by the supervisor.
- Keep the attendance record confidential and store securely.
- This document is important for payroll and compliance auditing.