

Monthly Attendance Register

Month: _____ Year: _____

Department: _____

S. No.	Employee Name	Employee ID	Date																															Total Days Present	Total Days Absent	Leave	Remarks
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				
1	John Doe	EMP001	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P		29	1	0	-					
2	Jane Smith	EMP002	P	P	L	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P		30	0	1	Leave on 3rd					
3																																					

Important Notes:

- Mark 'P' for Present, 'A' for Absent, and 'L' for Leave.
- This register is to be updated daily and maintained accurately for payroll processing.
- Any corrections or changes should be duly authorized and documented.
- This document serves as a legal record for attendance and salary calculation.
- Ensure confidentiality of employee attendance details.