

Shift-wise Attendance Sheet

Date: _____

Department: _____

Shift: _____

Supervisor: _____

S.No	Employee Name	Employee ID	In Time	Out Time	Status (P/A/L/HD)	Remarks	Signature
1	John Doe	EMP001	08:00	16:00	P		
2	Jane Smith	EMP002	08:15	16:05	L	Late Arrival	
3	Michael Brown	EMP003			A	Absent	

Prepared By: _____

Verified By: _____

Important Notes:

- Use "P" for Present, "A" for Absent, "L" for Leave, "HD" for Half-Day in the Status column.
- Ensure all entries are accurate and signed by each employee.
- Remarks should be filled for any irregularity or deviation.
- Completed sheets must be submitted to HR at the end of each shift.
- This document serves as an official record for shift attendance.