

# Daily Employee Attendance Checklist Template

Track your workforce efficiently with this **daily employee attendance checklist template**, designed to simplify attendance management. It ensures accurate record-keeping and helps monitor employee punctuality effortlessly. Use this template to improve workplace accountability and streamline daily attendance tracking.

Date	Employee Name	Department	Time In	Time Out	Status (Present/Absent/Late)	Supervisor Initials	Remarks
YYYY-MM-DD	John Doe	Sales	08:55 AM	05:15 PM	Present		
YYYY-MM-DD	Jane Smith	Marketing	09:20 AM	05:00 PM	Late		Traffic Delay

*Instructions: Supervisors should verify and initial each entry. Please retain completed checklists for HR review.*