

# Simple Employee Attendance Record Form

Maintain accurate records with this **simple employee attendance** record form designed specifically for small businesses. It offers an easy-to-use layout that helps track employee hours and attendance efficiently. Streamline your workforce management with this practical and essential tool.

**Business Name:****Attendance Period:**

Date	Employee Name	Clock In	Clock Out	Total Hours	Status (Present/Absent)	Remarks
<input type="text"/>	Employee	<input type="text"/>	<input type="text"/>	e.g., 8	Present <input type="button" value="▼"/>	<input type="text" value="Remark"/>
<input type="text"/>	Employee	<input type="text"/>	<input type="text"/>	e.g., 8	Present <input type="button" value="▼"/>	<input type="text" value="Remark"/>
<input type="text"/>	Employee	<input type="text"/>	<input type="text"/>	e.g., 8	Present <input type="button" value="▼"/>	<input type="text" value="Remark"/>