

Employee Attendance Log Form with Overtime Tracking

The **Employee attendance log form** sample efficiently tracks daily attendance and integrates overtime monitoring to ensure accurate time management. This form helps streamline payroll processing and improve workforce productivity. Easily customizable, it suits various organizational needs and enhances record-keeping accuracy.

Employee Details

Employee Name		Employee ID	
Department		Supervisor	

Attendance and Overtime Log

Date	Day	Time In	Time Out	Total Hours Worked	Overtime Hours	Remarks
YYYY-MM-DD	Mon					
YYYY-MM-DD	Tue					

Signatures

Employee Signature:		Date:	
Supervisor Signature:		Date:	