

Employee Attendance Record Form Sample

This **employee attendance record form** sample efficiently tracks daily attendance, leave requests, and instances of tardiness, ensuring accurate workforce management. It helps employers monitor punctuality and approve various types of absences with ease. Utilizing this form streamlines attendance documentation and supports optimal productivity.

Employee Information

Employee Name		Employee ID	
Department		Position/Title	
Month			

Attendance Record

Date	Time In	Time Out	Status (Present/Absent/Leave)	Type of Leave (if applicable)	Tardiness (Minutes Late)	Remarks

Leave and Tardiness Summary

Total Days Present	Total Leaves	Total Tardiness (mins)	
Sick Leave	Vacation Leave	Other Leave	

Supervisor's Remarks

Signatures

Employee Signature		Date	
Supervisor Signature		Date	