

# Employee Attendance Record Form

The **employee attendance record form** sample includes a dedicated section for recording reasons for absence, ensuring accurate tracking of attendance patterns. This form helps organizations maintain comprehensive records for monitoring employee punctuality and managing leave efficiently. It is designed to streamline attendance management while providing clear documentation for absenteeism.

**Employee Name:**

**Employee ID / Number:**

**Department:**

**Month/Year:**

**Attendance Record:**

Date	Status (Present/Absent/Leave/Late)	Time In	Time Out	Reason for Absence (if applicable)
<input type="text"/>	Present <input type="button" value="▼"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	Present <input type="button" value="▼"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Summary:**

Total Present Days:

Total Absent Days:

Total Leave Days:

Total Late Instances:

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor/Manager Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_