Monthly Employee Attendance Checklist Format

The **monthly employee attendance checklist format** is designed to efficiently track and record daily attendance for each employee over a month. It ensures accurate monitoring of working hours, leaves, and absences to streamline payroll and performance evaluations. This format promotes organized and transparent attendance management within any organization.

Employee Name	Employee ID	Day of Month																															Total Presents	Total Absents	T L
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
John Doe	EMP001	P	P	P	A	P	P	L	P	P	P	A	P	P	P	P	L	P	A	P	P	P	P	A	P	P	L	P	A	P	22	6	3	Good attendance	

Legend: P = Present, A = Absent, L = Leave

Employee Name	Employee ID	Day of Month																															Total Presents	Total Absents	T L
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
John Doe	EMP001	P	P	P	A	P	P	L	P	P	P	A	P	P	P	P	L	P	A	P	P	P	P	A	P	P	L	P	A	P	22	6	3	Good attendance	