

Simple Daily Attendance Register Form Sample (Excel)

This **daily attendance register** form sample in Excel offers a streamlined way to track employee presence efficiently. Designed for simplicity, it ensures quick data entry and easy monitoring of attendance records. Ideal for businesses seeking organized and accurate time management solutions.

Sample Layout:

Date	Employee Name	Employee ID	Department	In Time	Out Time	Status (Present/Absent)	Remarks
2024-06-01	Jane Smith	EMP001	Accounts	09:00	17:00	Present	-
2024-06-01	John Doe	EMP002	HR	09:15	17:00	Present	Late Arrival
2024-06-01	Susan Lee	EMP003	IT	-	-	Absent	Sick Leave

Instructions:

1. Download this table as an Excel file or copy it into your own spreadsheet application.
2. Enter the date, employee details, attendance status, and relevant remarks daily.
3. Use status options such as "Present", "Absent", "On Leave", etc. for consistency.
4. Maintain regular backups for accuracy and data safety.