Employee Attendance Checklist for Manufacturing Plants

An **employee attendance checklist** for manufacturing plants ensures accurate tracking of worker presence, breaks, and shift changes to maintain productivity and compliance. This checklist helps supervisors monitor attendance patterns, reduce absenteeism, and streamline payroll processes. Implementing a structured attendance system promotes operational efficiency and workforce accountability.

Attendance Checklist

Date	Employee Name	Employee ID	Shift	Check-In Time	Break Start	Break End	Check-Out Time	Present	Supervisor Initials	Notes
			Day ▾					☐		

Instructions for Use

- Supervisors should fill in each field at the beginning and end of each shift.
- Mark "Present" if the employee reports on time and completes their shift.
- Note any absences, late arrivals, or early departures in the "Notes" section.
- Initial each record to confirm the accuracy of attendance data.
- Store completed checklists in a secure location for payroll and compliance verification.

Signature

Supervisor: _____ Date: _____