

Excel Sheet for Employee Attendance Report

Our **Excel sheet for employee attendance report** offers a comprehensive and easy-to-use solution for tracking daily attendance, leaves, and work hours. Designed to enhance office productivity, it provides clear visual summaries and customizable features to suit any organization's requirements. Efficient attendance management is now just a click away.

Sample Attendance Report

Employee ID	Name	Date	Status	Check-in	Check-out	Total Hours	Remarks
EMP001	Alice Smith	2024-06-14	Present	09:05	18:10	9:05	On time
EMP002	John Doe	2024-06-14	Present	09:18	18:00	8:42	Late arrival
EMP003	Maria Garcia	2024-06-14	Absent	-	-	0:00	Sick leave
EMP004	David Lee	2024-06-14	Present	08:59	17:55	8:56	On time

Visual Summary

- **Total Employees:** 4
- **Present:** 3
- **Absent:** 1
- **Average Working Hours:** 8:54