Staff Attendance Form Sample Excel File

This **staff attendance form** sample Excel file is designed to efficiently track employee attendance and manage work hours. It features easy-to-use templates for logging daily check-ins and check-outs, ensuring accurate record-keeping. Ideal for HR departments aiming to streamline attendance monitoring.

Sample Template Preview

Date	Employee Name	Employee ID	Check-In Time	Check-Out Time	Total Hours	Remarks
2024-06-17	Jane Doe	EMP001	09:00 AM	06:00 PM	9	
2024-06-17	John Smith	EMP002	09:15 AM	06:10 PM	8.92	Late arrival

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