Yearly Employee Attendance Report Sample

The **yearly employee attendance report sample** provides a comprehensive overview of attendance patterns and trends throughout the year. It helps track employee punctuality, absences, and leave records for efficient workforce management. This report is essential for identifying attendance issues and improving overall productivity.

Employee Attendance Summary (2023)

Employee ID	Employee Name	Total Working Days	Days Present	Days Absent	Late Arrivals	Leave Taken	Attendance Rate (%)	Remarks
EMP001	Jane Smith	250	240	2	5	3	96.0	Excellent
EMP002	Michael Brown	250	235	8	7	5	94.0	Good
EMP003	Emily Davis	250	225	15	12	8	90.0	Needs Improvement
EMP004	John Lee	250	242	3	9	6	96.8	Excellent

Summary & Recommendations

- Most employees maintained good attendance throughout the year.
- Additional focus on punctuality and reducing late arrivals is recommended.
- Employees with lower attendance rates should be supported with engagement and counseling initiatives.

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