# Employee Attendance Checklist for New Hires

Implementing a comprehensive **employee attendance checklist** for new hires ensures accurate tracking of work hours and punctuality from the start. This tool helps streamline the onboarding process by clarifying expectations and promoting accountability. Consistent attendance monitoring fosters a productive and organized workplace environment.

## Attendance Checklist

- ☐ Review attendance policy and procedures during orientation
- ☐ Set up time-tracking method (e.g., software, punch card, manual log)
- ☐ Confirm understanding of work schedules and break times
- ☐ Collect required contact and emergency information
- ☐ Provide instructions for reporting absences or lateness
- ☐ Introduce point of contact for attendance-related questions
- ☐ Schedule first-week attendance review with supervisor

## Supervisor Instructions

- ☐ Monitor daily attendance for new hires for the first 30 days
- ☐ Address any attendance issues promptly and document interventions
- ☐ Provide feedback regarding punctuality and attendance habits
- ☐ Review attendance records at 30-day milestone

**Note:** This checklist should be adapted to align with your organization's unique policies, local labor regulations, and the specific needs of each departmental team.