

Employee Attendance Form

This **employee attendance form** sample is designed to help small businesses efficiently track staff presence and punctuality. It simplifies the recording process, ensuring accurate attendance data for payroll and performance evaluation. Using this form promotes organized and consistent workforce management.

| Date | Employee Name | Time In | Time Out | Status (Present/Absent/Late) | Remarks |
|----------------------|----------------------|----------------------|----------------------|---------------------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <div>Present</div> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <div>Present</div> | <input type="text"/> |

Employee Signature:

Supervisor/Manager Signature:

- Notes:
- Use one row per attendance record per employee per day.
 - Status options: Present, Absent, Late. Add notes if necessary.
 - Signatures required for verification at the end of the period.