

Employee Attendance Log Form

This **employee attendance log form** sample helps efficiently track daily attendance and document absence reasons. It facilitates accurate record-keeping for HR departments to monitor punctuality and manage workforce attendance. Utilizing this form improves overall employee management and accountability.

Date	Employee Name	Employee ID	Department	Time In	Time Out	Status (Present/Absent/Late)	Absence Reason (if Absent)	Supervisor Initials
2024-06-14	Jane Doe	EMP1001	Marketing	08:55	17:00	Present	-	JD
2024-06-14	John Smith	EMP1002	IT	-	-	Absent	Sick Leave	AK
2024-06-14	Maria Chan	EMP1003	HR	09:20	17:10	Late	-	LM
2024-06-14	David Lee	EMP1004	Finance	-	-	Absent	Personal Leave	KH

Common Absence Reasons: Sick Leave, Personal Leave, Vacation, Family Emergency, Bereavement, Jury Duty, Training, Other