

Monthly Attendance Report for Employees

The **monthly attendance report** provides a detailed overview of employee attendance, including days present, absences, and punctuality. This report helps managers track workforce productivity and identify attendance patterns. Accurate attendance data supports efficient payroll processing and ensures compliance with company policies.

Attendance Summary

| Employee Name | Days Present | Days Absent | Late Arrivals | Early Departures | Remarks |
|---------------|--------------|-------------|---------------|------------------|----------------------|
| John Doe | 20 | 1 | 2 | 1 | Excellent attendance |
| Jane Smith | 19 | 2 | 1 | 0 | Consistent performer |
| Michael Lee | 18 | 3 | 0 | 2 | Needs improvement |

Key Observations

- Most employees maintained regular attendance throughout the month.
- Punctuality was generally good, with few late arrivals.
- Absenteeism was minimal and within acceptable limits.

Recommendations

1. Recognize employees with excellent attendance.
2. Address punctuality issues with targeted counseling.
3. Continue monitoring for ongoing improvement.