

# Yearly Employee Attendance Record Form

The **yearly employee attendance record form** sample for HR streamlines tracking and managing employee attendance throughout the year. This form helps HR professionals maintain accurate records for performance reviews and payroll processing. Efficient attendance tracking fosters better workforce management and compliance.

Employee Name	Department	Employee ID	Month												Total Present Days	Total Absent Days
			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		

HR Signature:	_____	Date:	_____/_____/_____
Employee Signature:	_____		

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