

Attendance Checklist for Part-Time Employees

An **attendance checklist** for part-time employees ensures accurate tracking of work hours and punctuality. It helps supervisors monitor attendance patterns and maintain workforce efficiency. Regular use of this checklist promotes accountability and streamlined scheduling.

Employee Name	Date	Scheduled Start Time	Arrival Time	Scheduled End Time	Departure Time	Absent (☐/☐→)	Reason (if late/absent)	Supervisor Initials

Note: Please ensure to fill this checklist daily and keep records for at least 3 months for compliance and review purposes.