

Employee Attendance Checklist for Remote Workers

Ensure accurate tracking with our **Employee attendance checklist** designed specifically for remote workers. This tool helps managers monitor work hours, breaks, and availability effectively. Streamline attendance management to enhance productivity and accountability within your remote team.

Date	Employee Name	Check-In Time	Check-Out Time	Total Hours Worked	Breaks Taken	Availability Status	Manager's Notes
2024-07-01	John Doe	09:00 AM	05:30 PM	8	1 hr	Online	
2024-07-01	Jane Smith	08:45 AM	05:00 PM	7.5	0.75 hr	Online	Left early for appointment

Checklist for Managers

- Confirm daily check-in and check-out times for each employee.
- Verify accurate logging of breaks taken throughout the day.
- Check employees' online/offline status during scheduled hours.
- Record any exceptions (late starts, early finishes, or absences).
- Provide feedback and notes for improvement or recognition.