Monthly Employee Attendance Record Form

This **monthly employee attendance record** form template sample helps organizations efficiently track and manage employee attendance on a daily basis. It provides a clear, organized layout for recording hours worked, absences, and tardiness, ensuring accurate payroll and performance evaluations. Utilizing this template enhances attendance monitoring and supports workforce management with ease.

Employee Name: [ ]   **Employee ID:** [ ]   **Department:**

[ ]   **Month/Year:** [ ]

Date	Day	Check-In Time	Check-Out Time	Hours Worked	Absent (âœ"/âœ—)	Tardy (mins)	Remarks
01/MM/YYYY	Mon						
02/MM/YYYY	Tue						

Total Days Present: [ ]   **Total Days Absent:** [ ]   **Total Hours Worked:** [ ]

Supervisor Signature: [ ]   **Date:** [ ]