

# Weekly Employee Attendance Report

The **weekly employee attendance report** provides a detailed overview of each staff member's presence and punctuality throughout the week. It includes records of clock-in and clock-out times, along with any accrued overtime hours. This report is essential for managing workforce productivity and ensuring accurate payroll processing.

## Attendance Summary: Week of June 10 - June 14, 2024

Employee Name	Date	Clock-in	Clock-out	Hours Worked	Overtime (hrs)	Remarks
Jane Smith	June 10	8:55 AM	5:20 PM	8.42	0.42	On time
Jane Smith	June 11	9:01 AM	5:10 PM	8.15	0.15	Late arrival
Jane Smith	June 12	8:52 AM	5:05 PM	8.22	0.22	On time
John Doe	June 10	9:02 AM	6:10 PM	9.13	1.13	Overtime
John Doe	June 11	8:58 AM	5:01 PM	8.05	0.05	On time
John Doe	June 12	9:00 AM	5:45 PM	8.75	0.75	Overtime

## Overtime Summary

Employee Name	Total Overtime (hrs)
Jane Smith	0.79
John Doe	1.93