

# Biometric Attendance Sheet Form - Office

A **biometric attendance sheet form** sample for office streamlines employee time tracking by securely recording clock-in and clock-out data. This form enhances accuracy and reduces manual errors, ensuring efficient workforce management. Implementing biometric attendance improves accountability and simplifies payroll processing.

Date	Employee Name	Employee ID	Department	Clock-In (Biometric)	Clock-Out (Biometric)	Hours Worked
	Full Name	ID	Department			HH:MM
	Full Name	ID	Department			HH:MM

Note: Biometric data is timestamped automatically at each authentication.  
Please ensure that all information is verified by your department supervisor daily.