

# Daily Work Record Form with Attendance Tracking

The **daily work record form** sample with attendance tracking efficiently captures employee tasks and hours worked. This form ensures accurate monitoring of daily activities alongside attendance, promoting productivity and accountability. Ideal for organizations seeking streamlined workforce management.

## Employee Details

Name	<input type="text"/>	Employee ID	<input type="text"/>
Department	<input type="text"/>	Date	<input type="text"/>

## Attendance

Status	Time In	Time Out	Total Hours
Present <input type="button" value="▼"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> e.g. 8.0

## Daily Work Record

Task/Project	Description	Hours Spent	Status
<input type="text"/>	<input type="text"/>	<input type="text"/>	Completed <input type="button" value="▼"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	Completed <input type="button" value="▼"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	Completed <input type="button" value="▼"/>

## Remarks

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_