

# Simple Employee Attendance Sheet Sample for Small Business

This **employee attendance sheet** sample is designed for small businesses to easily track daily attendance and work hours. It offers a straightforward layout that simplifies monitoring employee presence and punctuality. Ideal for improving workforce management without complex tools.

Date	Employee Name	Check-in Time	Check-out Time	Total Hours Worked	Status (Present/Absent)	Remarks
2024-06-17	Jane Doe	9:00 AM	5:00 PM	8	Present	-
2024-06-17	John Smith	9:10 AM	5:00 PM	7.8	Present	Late
2024-06-17	Mary Johnson	-	-	0	Absent	Sick Leave

**Note:** Update the sheet daily for accurate attendance records. Total hours worked can be calculated automatically if used in a spreadsheet.