

Employee Attendance Checklist for Shift Workers

An **employee attendance checklist** for shift workers ensures accurate tracking of work hours and punctuality. It helps managers monitor shift adherence and record any absences or delays efficiently. This tool is essential for maintaining workforce productivity and scheduling consistency.

| Date | Employee Name | Shift Time | Scheduled Start | Actual Start | Scheduled End | Actual End | Present | Late | Absent | Notes |
|------------|---------------|------------|-----------------|--------------|---------------|------------|---------|------|--------|------------------|
| 2024-06-10 | John Doe | Morning | 08:00 AM | 08:05 AM | 04:00 PM | 04:00 PM | ☑ | ☑ | | Late by 5 mins |
| 2024-06-10 | Jane Smith | Night | 10:00 PM | 10:00 PM | 06:00 AM | 06:00 AM | ☑ | | | |
| 2024-06-10 | Samuel Lee | Afternoon | 02:00 PM | | 10:00 PM | | | | ☑ | No call, no show |

Instructions: Use this checklist daily to record each shift worker's attendance. Mark appropriately for Present, Late, or Absent. Add relevant notes to explain deviations.