

# 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.