

# Employee Attendance Record Form

The **employee attendance record form** sample is a useful tool for tracking daily attendance and punctuality in the workplace. It helps managers monitor employee presence, absences, and working hours efficiently. Utilizing this form improves workforce management and ensures accurate record-keeping for payroll and compliance purposes.

Date	Employee Name	Time		Present	Absent	Remarks
		In	Out			
2024-07-01	John Doe	08:58 AM	05:02 PM	☑		On time
2024-07-01	Jane Smith				☑	Sick leave

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

Date: \_\_\_\_\_