

Monthly Attendance Report

The **monthly attendance report** provides a detailed overview of employee presence, highlighting late arrivals to ensure accurate record-keeping. This report helps managers monitor punctuality trends and address attendance issues promptly. Regular analysis supports improved workforce management and productivity.

Attendance Overview - June 2024

Employee Name	Date	Scheduled Start	Actual Arrival	Status	Remarks
Jane Smith	2024-06-03	09:00	09:12	Late	Traffic delay
John Doe	2024-06-03	09:00	08:55	On Time	-
Mary Johnson	2024-06-03	09:00	09:20	Late	Overslept
Jane Smith	2024-06-04	09:00	08:59	On Time	-
John Doe	2024-06-04	09:00	09:03	Late	Public transport issue

Summary

- **Total Employees:** 3
- **Total Late Arrivals:** 3
- **Average Late Duration:** 11 minutes

Recommendations

1. Provide reminders for scheduled start times.
2. Implement a grace period policy if not already in place.
3. Counsel repeat latecomers to improve punctuality.
4. Continue regular attendance monitoring and reporting.