

Monthly Employee Attendance Log Form Sample

The **monthly employee attendance log form sample** provides a structured way to track daily attendance and work hours for each employee. It enhances record keeping by ensuring accurate and consistent data collection throughout the month. This form is essential for managing payroll, compliance, and productivity analysis.

Employee Name	Employee ID	Day of the Month																														Total Days Present	Total Hours Worked
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
John Doe	EMP123	P	P	A	P	P	P	P	A	P	P	P	P	A	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	27	216
Jane Smith	EMP456	P	A	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	A	P	P	P	P	P	P	P	28	224

Supervisor Signature: _____
Date: _____