

# Simple Staff Attendance Form Sample

This **Simple staff attendance form** sample in Excel format provides an easy and effective way to track employee attendance. Designed for straightforward use, it helps managers record daily check-ins and check-outs efficiently. The template enhances attendance monitoring while saving time on manual entries.

Staff Attendance Sheet (Sample)

Date	Employee Name	Employee ID	Check-In Time	Check-Out Time	Remarks
2024-06-01	Jane Doe	EMP1001	09:05 AM	05:01 PM	On Time
2024-06-01	John Smith	EMP1002	09:20 AM	05:10 PM	Late Arrival
2024-06-01	Emily Lee	EMP1003	08:59 AM	04:50 PM	On Time

[Download Excel Format](#)