

# Employee Attendance Checklist for Small Businesses

Keeping track of **employee attendance** is crucial for small businesses to ensure productivity and compliance. A well-organized attendance checklist helps monitor punctuality, manage leave requests, and maintain accurate records. This tool simplifies workforce management and supports smooth daily operations.

**Tip:** Review this checklist daily and update records promptly.

Date	Employee Name	Check-in Time	Check-out Time	Attendance Status (Present/Absent/Late)	Leave Request	Remarks
2024-07-01	Jane Smith	08:55	17:05	Present	--	--
2024-07-01	John Nguyen	09:15	17:00	Late	--	Traffic delay
2024-07-01	Alice Lee	--	--	Absent	Sick leave	Doctor's note provided

## Checklist Points

- Record each employee's attendance daily
- Note check-in and check-out times
- Mark attendance status (Present / Absent / Late)
- Track and document all leave requests
- Add any additional remarks or notes
- Review and approve leave requests according to company policy
- Store attendance records securely for compliance

Maintaining up-to-date attendance records helps identify punctuality trends and attendance issues, supporting better workforce decisions and a positive workplace culture.