

Employee Attendance Checklist with Tardiness Tracking

Efficient **employee attendance checklist** with integrated tardiness tracking ensures accurate monitoring of staff arrival times. This tool helps maintain punctuality and improve overall productivity by identifying patterns of lateness. Streamlined attendance management supports a disciplined and accountable work environment.

Date	Employee Name	Scheduled Time	Arrival Time	Status	Tardiness (minutes)	Remarks
2024-07-01	Jane Doe	09:00 AM	08:55 AM	On Time	0	
2024-07-01	John Smith	09:00 AM	09:08 AM	Late	8	Heavy traffic
2024-07-01	Maria Lee	09:00 AM	09:00 AM	On Time	0	
2024-07-01	Chris Evans	09:00 AM	09:15 AM	Late	15	No prior notice
2024-07-01	Linda Kim	09:00 AM	08:59 AM	On Time	0	

Note: Mark employees as **Late** if arrival time exceeds scheduled time.

Repeated tardiness should be addressed according to company policy to foster punctuality.