

Employee Attendance Sheet Form

The **employee attendance sheet form** efficiently records daily attendance and tracks overtime hours to ensure accurate payroll processing. It helps managers monitor employee working hours, absences, and extra time worked. This organized system promotes transparency and streamlines workforce management.

Date	Employee Name	Employee ID	Scheduled Start	Scheduled End	Actual In	Actual Out	Regular Hours	Overtime Hours	Absent	Remarks
2024-06-01	John Smith	EMP001	09:00	17:00	09:05	18:15	8	1.25	No	Stayed late for project
2024-06-01	Jane Doe	EMP002	09:00	17:00	09:00	17:00	8	0	No	-
2024-06-01	Mike Lee	EMP003	09:00	17:00	-	-	0	0	Yes	Sick leave

Instructions: Fill in daily for each employee. Overtime is calculated as any time worked beyond scheduled hours. Indicate reason for absence or overtime in remarks.