

# Employee Daily Attendance Record Form Sample

The **employee daily attendance record form** sample helps organizations accurately track staff attendance and working hours. It provides a clear and concise format to record daily check-in and check-out times, ensuring proper documentation. This form streamlines payroll processing and supports efficient workforce management.

## Employee Information

Name: \_\_\_\_\_

Employee ID: \_\_\_\_\_

Department: \_\_\_\_\_

Month: \_\_\_\_\_

Date	Day	Check-in Time	Lunch Break (Out/In)	Check-out Time	Total Hours Worked	Remarks
01/06/2024	Monday	08:58	12:00 / 13:00	17:15	8.25	
02/06/2024	Tuesday	09:06	12:10 / 12:55	17:10	7.75	Late arrival

## Confirmation

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor/Manager Signature: \_\_\_\_\_

Date: \_\_\_\_\_