

Simple Monthly Attendance Form Sample Excel

This **Simple Monthly Attendance Form** in Excel helps track employee attendance accurately and efficiently. Designed for easy use, it allows monthly recording of present, absent, and leave days. Its clear layout ensures quick data entry and summary generation for payroll or attendance review.

Sample Preview:

Employee Name	Employee ID	Month	Present	Absent	Leave	Total Days	Remarks
John Doe	EMP001	June 2024	22	2	2	26	-
Jane Smith	EMP002	June 2024	24	1	1	26	-

How to Use:

1. Enter each employee's name and ID.
2. Select or type the month for attendance tracking.
3. Input the number of days present, absent, and on leave for each employee.
4. The form calculates total days automatically (if in Excel).
5. Use the remarks column for any additional notes.

Tip: Download the template in Excel format to automate calculations and make monthly reviews easier.