

Employee Attendance Record Form

This **employee attendance record** form sample provides a detailed layout to accurately track daily attendance and shift timings. It ensures clear documentation of clock-in and clock-out times for efficient workforce management. Ideal for businesses aiming to maintain precise attendance logs.

Employee Name: Employee ID:

Department: Designation:

Month: Year:

Date	Day	Shift Start	Shift End	Clock-In Time	Clock-Out Time	Break Duration (mins)	Overtime (hrs)	Status (P/A/L)	Remarks
01/06/2024	Mon	09:00	17:00	09:02	17:05	45	0.1	P	On time
02/06/2024	Tue	09:00	17:00	09:15	17:10	50	0.2	P	Late Arrival
03/06/2024	Wed	09:00	17:00	-	-	-	-	A	Absent
04/06/2024	Thu	09:00	17:00	09:05	17:12	40	0.2	P	-
05/06/2024	Fri	09:00	17:00	-	-	-	-	L	On Leave

Supervisor's Signature: Date: