

Monthly Employee Attendance Report

The **monthly employee attendance report format** provides a structured way to track and summarize employee presence throughout the month. This format helps organizations monitor attendance patterns, identify absenteeism, and ensure accurate payroll processing. Utilizing a clear and consistent report enhances workforce management and operational efficiency.

Attendance Summary - [Month, Year]

Employee ID	Employee Name	Department	Total Working Days	Days Present	Days Absent	Days Late	Remarks
EMP001	Jane Doe	HR	22	20	2	1	---
EMP002	John Smith	Finance	22	22	0	0	Excellent
EMP003	Emily Brown	IT	22	19	3	2	Sick Leave

Notes:

- Total Working Days:** Number of official working days in the month.
- Days Present:** Days the employee was present at work.
- Days Absent:** Days absent without approved leave.
- Days Late:** Number of days arrived late (if applicable).
- Remarks:** General remarks (e.g., On leave, Excused, Unexcused).

Prepared by: Date: