

Employee Attendance Sheet Form for Remote Workers

Employee attendance sheet form for remote workers efficiently tracks work hours and punctuality, ensuring accurate record-keeping. This form simplifies monitoring attendance despite the physical distance, promoting accountability and productivity. Designed for ease of use, it supports seamless integration with remote work policies.

Employee Name:

Employee ID:

Department/Team:

| Date | Check-in Time | Check-out Time | Breaks (hrs) | Total Hours Worked | Remarks |
|-------------|---------------|----------------|---------------------|------------------------|-------------|
| <div></div> | <div></div> | <div></div> | <div>e.g. 1.0</div> | <div>Auto/Manual</div> | <div></div> |
| <div></div> | <div></div> | <div></div> | <div>e.g. 1.0</div> | <div>Auto/Manual</div> | <div></div> |

Employee Signature:

Manager Approval:

Submit Attendance Sheet