

Employee Monthly Attendance Form Sample

This **employee monthly attendance form** sample provides a structured template to accurately track and record daily attendance for each employee. It helps in maintaining punctuality, managing leave records, and simplifying payroll processes. Utilizing this form ensures efficient attendance monitoring and enhances workforce management.

Employee Details

Employee Name		Employee ID		Department	
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Attendance Record (Month: _____)

Date	Status (P/A/L)	In Time	Out Time	Remarks
01				
02				
03				
04				
05				
06				
07				

Summary

Total Present	Total Absent	Total Leave

Supervisor Remarks:

Signature: