

Excel Attendance Sheet Form Sample for Work

Excel attendance sheet form sample for work helps efficiently track employee hours and attendance. This template simplifies monitoring punctuality and absences, ensuring accurate record-keeping. It is essential for maintaining organized workforce management and payroll processing.

Employee Attendance Sheet - June 2024

Employee Name	Employee ID	Date	Check-In	Check-Out	Total Hours	Status (Present/Absent)	Remarks
John Doe	EMP001	2024-06-03	09:00 AM	05:00 PM	8	Present	-
Jane Smith	EMP002	2024-06-03	09:05 AM	05:00 PM	7.92	Present	Late Arrival
Emily Clark	EMP003	2024-06-03	-	-	0	Absent	Sick Leave