

# 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