

Monthly Employee Attendance Sheet Example for Office Staff

This **monthly employee attendance sheet** example is designed to efficiently track office staff attendance, including presence, absences, and leaves. It helps ensure accurate record-keeping and simplifies payroll processing. Using this template promotes organized workforce management and timely reporting.

Attendance Sheet - June 2024

Employee Name	Department	1	2	3	4	5	6	7	8	9	10	Total Presents	Total Absences	Leaves	Remarks
Jane Doe	HR	P	P	P	L	P	P	A	P	P	P	8	1	1	
John Smith	Finance	P	P	A	P	P	L	P	P	A	P	8	2	1	

Legend: **P** = Present **A** = Absent **L** = Leave