

Printable Employee Attendance Record Form Sample

This **printable employee attendance record form sample** provides a clear and organized way to track daily attendance, ensuring accurate monitoring of employee presence. It is designed for easy printing and manual filling, making it ideal for workplaces of all sizes. Utilizing this form helps maintain efficient attendance records and supports payroll processing.

Department: Month: Year:

Employee Name	Employee ID	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
<input type="text"/>	<input type="text"/>																															

Attendance Codes: P = Present, A = Absent, L = Late, E = Excused, S = Sick

Prepared by: Date: