

Attendance Report for Remote Workers

The **attendance report** for remote workers tracks daily check-ins and work hours to ensure productivity and accountability. It provides insights into employee availability and helps managers oversee remote team performance effectively. Accurate reporting supports better resource planning and enhances communication within distributed teams.

Sample Report Table

Employee Name	Date	Check-In Time	Check-Out Time	Total Hours	Status
Alice Johnson	2024-06-14	09:00 AM	05:00 PM	8	Present
Brian Smith	2024-06-14	09:30 AM	04:30 PM	7	Present
Cara Lee	2024-06-14	--	--	0	Absent

Summary

- Employees Present: 2
- Employees Absent: 1
- Average Hours Worked: 7.5