

# Biometric Employee Attendance Report Summary

The **biometric employee attendance report summary** provides a concise overview of staff attendance patterns, ensuring accurate time tracking and payroll processing. It highlights key metrics such as presence, absenteeism, and late arrivals to help manage workforce productivity effectively. This summary enables quick decision-making based on reliable biometric data.

## Attendance Metrics

Employee Name	Employee ID	Days Present	Days Absent	Late Arrivals	Remarks
Alice Johnson	EMP-001	22	2	1	Good attendance
Brian Lee	EMP-002	19	5	0	Frequent absences
Cara Smith	EMP-003	23	1	2	Late arrivals noted
David Kim	EMP-004	20	4	0	Regular absences

## Summary Insights

- **Total Employees Monitored:** 4
- **Average Days Present:** 21
- **Total Absenteeism:** 12 days
- **Total Late Arrivals:** 3

*This report is generated based on biometric time log data. It assists managers in evaluating attendance trends for improved workforce management and accurate payroll calculations.*