

# Employee Attendance Form Sample Excel Format

The **employee attendance form sample Excel format** is a practical tool designed to efficiently track daily attendance and working hours. This template simplifies record-keeping with easy-to-use columns for dates, employee names, and status updates, ensuring accurate monitoring. It is ideal for maintaining organized employee attendance records in any workplace.

## Sample Excel Table Format

Date	Employee ID	Employee Name	Department	Status (Present/Absent)	In Time	Out Time	Remarks
2024-06-01	EMP001	Jane Doe	HR	Present	09:05	17:00	-
2024-06-01	EMP002	John Smith	IT	Absent	-	-	Sick Leave
2024-06-01	EMP003	Mary Johnson	Finance	Present	08:55	17:10	-

## Instructions

- Fill in the attendance status (Present/Absent) for each employee daily.
- Record In Time and Out Time for accurate working hours tracking.
- Add remarks if needed (ex: Late, Sick Leave, etc.).
- This template can be easily recreated or downloaded in Excel for personalized use.