

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.