

Employee Attendance Sheet with In and Out Time Sample

The **employee attendance sheet** with in and out time sample is designed to efficiently track daily working hours of staff. It helps organizations monitor punctuality and manage payroll accurately. This template provides a clear record of arrival and departure times for each employee.

Employee Attendance Sheet

Date	Employee Name	Employee ID	Department	In Time	Out Time	Total Hours	Remarks
2024-06-10	John Doe	EMP001	Sales	09:00 AM	05:30 PM	8.5	On time
2024-06-10	Jane Smith	EMP002	Marketing	09:15 AM	06:00 PM	8.75	Late arrival
2024-06-10	Ali Khan	EMP003	HR	08:50 AM	05:00 PM	8.17	On time
2024-06-10	Maria Lee	EMP004	IT	09:05 AM	05:20 PM	8.25	On time