Monthly Attendance Report

The **monthly attendance report** provides a comprehensive overview of employee attendance, highlighting regular hours along with detailed records of overtime. This report is essential for payroll accuracy and workforce management. It ensures transparency and aids in identifying attendance patterns efficiently.

Attendance Summary - June 2024

Employee Name	Employee ID	Days Present	Days Absent	Regular Hours	Overtime Hours	Remarks
John Doe	EMP001	22	2	176	12	Consistent, occasional overtime
Jane Smith	EMP002	21	3	168	20	High overtime
Michael Chan	EMP003	24	0	192	8	Excellent attendance
Fatima Khan	EMP004	20	4	160	0	Needs improvement

Notes & Analysis

- Most employees maintained strong attendance records; only a few absences noted.
- Overtime primarily distributed among project-critical roles.
- Monitor staff working excessive overtime to avoid burnout.
- No major attendance issues detected this month.