

Monthly Staff Attendance Form

This **monthly staff attendance form** sample allows efficient tracking of employee working hours, including overtime. It helps organizations monitor attendance patterns and calculate extra hours accurately. Using this form ensures streamlined workforce management and payroll processing.

Month: Department:

Employee Name	Date		Status (P/A/SL/EL)	Check-in	Check-out	Regular Hours	Overtime Hours	Remarks
	Day	Date						
Employee Name	Mon	01/06/2024	P					
Employee Name	Tue	02/06/2024	A					

Status codes: P = Present, A = Absent, SL = Sick Leave, EL = Earned Leave

Instructions: Fill daily attendance, work hours, and overtime hours. Review and submit to HR at end of month.