

Online Daily Attendance Form Sample (Google Sheets)

Efficiently track employee hours with this **online daily attendance form** sample template in Google Sheets. Designed for ease of use, it allows seamless data entry and real-time updates. Customize it to fit your organization's unique attendance requirements.

Sample Attendance Form Layout

Date	Employee Name	Department	Time In	Time Out	Total Hours	Remarks
2024-06-10	Jane Doe	Marketing	09:00 AM	05:00 PM	8	On time
2024-06-10	John Smith	Sales	09:15 AM	05:15 PM	8	Late arrival

How to Use This Template

1. Open Google Sheets and copy the table structure above.
2. Share the sheet with your employees or HR team for daily entries.
3. Customize columns as needed (e.g., add fields for remote/in-office, supervisor signature etc.).
4. Utilize data validation and conditional formatting for efficient tracking.

Benefits

- Real-time attendance tracking
- Customizable to your organization's requirements
- Accessible anywhere via Google Sheets
- Easy export and record-keeping