# Employee Attendance Sheet

**Purpose:** This document is used to effectively track and manage the daily attendance status of employees within an organization. It helps Human Resources and management monitor employee presence, punctuality, and absences.

## Company Information

**Company Name:** {companyName}

**Department:** {department}

**Month:** {attendanceMonth}

**Supervisor Name:** {supervisorName}

## Attendance Legend

* **P:** Present
* **A:** Absent
* **SL:** Sick Leave
* **CL:** Casual Leave
* **H:** Holiday

## Attendance Table

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Employee ID** | **Name** | **Designation** | **Day 1** | **Day 2** | **Day 3** | **Day 4** | **Day 5** | **Day 6** | **Day 7** | **Day 8** | **Day 9** | **Day 10** | **Day 11** | **Day 12** | **Day 13** | **Day 14** | **Day 15** | **Day 16** | **Day 17** | **Day 18** | **Day 19** | **Day 20** | **Day 21** | **Day 22** | **Day 23** | **Day 24** | **Day 25** | **Day 26** | **Day 27** | **Day 28** | **Day 29** | **Day 30** | **Day 31** | **Total Present** | **Total Absent** | **Total Leave** |
| {#employees}{employeeId} | {name} | {designation} | {day1} | {day2} | {day3} | {day4} | {day5} | {day6} | {day7} | {day8} | {day9} | {day10} | {day11} | {day12} | {day13} | {day14} | {day15} | {day16} | {day17} | {day18} | {day19} | {day20} | {day21} | {day22} | {day23} | {day24} | {day25} | {day26} | {day27} | {day28} | {day29} | {day30} | {day31} | {totalPresent} | {totalAbsent} | {totalLeave}{/employees} |

## Notes

{notes}

{#signatures}

### Signatures

* **{role}:** {signatureName}

{/signatures}