Attendance formulas for Excel and Google Sheets

One-page reference. Cell references match the attendance formula sheet: the monthly sheet starts employee rows at row 8, and the In-out times sheet starts at row 9.

What you need	Formula	Note
Present days	`=COUNTIF(D8:AH8,"P")`	Counts every P in the row
Absent days	`=COUNTIF(D8:AH8,"A")`	Each A is a loss-of-pay day
Half days	`=COUNTIF(D8:AH8,"HD")`	Counts the HD marks
Leave by type	`=COUNTIF(D8:AH8,"CL")`	Repeat with SL and EL
Weekly offs and holidays	`=COUNTIF(D8:AH8,"WO")`	Repeat with H
Payable days	`=AI8+(AJ8*0.5)+AK8+AL8+AM8+AN8+AO8`	Half days count as 0.5
Loss-of-pay days	`=AP8+AJ8*0.5`	Absent plus half of each half day
Attendance %	`=IF(OR($C8="",N($D$4)=0),"",(AI8+AJ8*0.5)/$D$4)`	Worked days over working days
Working days	`=NETWORKDAYS.INTL($D$3,EOMONTH($D$3,0),11,Holidays!$A$2:$A$31)`	Excludes Sundays and holidays
Hours worked	`=ROUND(MOD(E9-D9,1)*24,2)`	MOD handles night shifts
Minutes after shift start	`=MAX(0,ROUND((MOD(D9-C9+0.5,1)-0.5)*1440,0))`	Compare with the grace minutes
Late mark	`=IF(G9>$B$4,"Late","")`	B4 holds the grace minutes
Overtime hours	`=MAX(0,ROUND(F9-$B$3,2))`	B3 holds standard hours
Status from hours	`=IF(F9>=$B$5,"P",IF(F9>=$B$6,"HD","A"))`	B5 full day, B6 half day

Codes: P = Present, A = Absent (loss of pay), HD = Half day, CL = Casual leave, SL = Sick leave, EL = Earned leave, WO = Weekly off, H = Holiday.

Weekly off is Sunday in these formulas: WEEKDAY(date)=1 and NETWORKDAYS.INTL weekend code 11. Change both for another weekly off.

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