Attendance Register

Name of establishment: _____ Nature of business: _____

Address: _____ Registration no. and Act: _____

Name of employer / manager: _____ Month and year: _____ Register no.: _____

Sl No	Employee code	Name of employee	Designation	Weekly off	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Present	Half days	Absent	Leave	WO and PH	Days payable	Remarks
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Marking: P = Present, A = Absent, HD = Half day, L = Leave, WO = Weekly off, PH = Public holiday. Enter the mark on the same day. Days payable = Present + Half days / 2 + Leave + WO and PH (edit if your policy differs).

Prepared by: _____ Checked by (employer / manager): _____ Signature: _____ Date: _____

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