

Daily Attendance Sheet

Name of establishment: _____

Date: _____ Shift / working hours: _____

Sl No	Employee name	Department	In time	Out time	Status	Signature	Remarks
1							
2							
3							
4							
5							
6							
7							
8							
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10							
11							
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18							
19							
20							
21							
22							
23							
24							
25							

Summary: Present _____ Absent _____ Late _____ Half day _____ On leave _____

Status codes: P = Present, A = Absent, L = Late, HD = Half day, LV = On leave, WO = Weekly off, H = Holiday

[Free template from attendfirst.com](https://attendfirst.com) – attendance tracking app, free for small teams