

# Monthly Attendance Sheet

Name of establishment: \_\_\_\_\_

Month and year: \_\_\_\_\_ Total working days in month: \_\_\_\_\_

| Sl | Emp code | Employee name | 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 | P | HD | CL | SL | EL | WO | H | A | Payable |  |
|----|----------|---------------|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|---|----|----|----|----|----|---|---|---------|--|
| 1  |          |               |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |    |    |    |    |    |   |   |         |  |
| 2  |          |               |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |    |    |    |    |    |   |   |         |  |
| 3  |          |               |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |    |    |    |    |    |   |   |         |  |
| 4  |          |               |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |    |    |    |    |    |   |   |         |  |
| 5  |          |               |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |    |    |    |    |    |   |   |         |  |
| 6  |          |               |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |    |    |    |    |    |   |   |         |  |
| 7  |          |               |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |    |    |    |    |    |   |   |         |  |
| 8  |          |               |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |    |    |    |    |    |   |   |         |  |
| 9  |          |               |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |    |    |    |    |    |   |   |         |  |
| 10 |          |               |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |    |    |    |    |    |   |   |         |  |
| 11 |          |               |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |    |    |    |    |    |   |   |         |  |
| 12 |          |               |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |    |    |    |    |    |   |   |         |  |
| 13 |          |               |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |    |    |    |    |    |   |   |         |  |
| 14 |          |               |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |    |    |    |    |    |   |   |         |  |
| 15 |          |               |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |    |    |    |    |    |   |   |         |  |
| 16 |          |               |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |    |    |    |    |    |   |   |         |  |
| 17 |          |               |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |    |    |    |    |    |   |   |         |  |
| 18 |          |               |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |    |    |    |    |    |   |   |         |  |
| 19 |          |               |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |    |    |    |    |    |   |   |         |  |
| 20 |          |               |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |    |    |    |    |    |   |   |         |  |

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. Payable days = P + (HD x 0.5) + CL + SL + EL + WO + H. Attendance % = (P + HD x 0.5) / total working days.

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