[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Employee Attendance Tracker

A monthly attendance grid for your team: days worked, leave taken, and totals at a glance.

Document: Employee Attendance Tracker

Version: 1.0

Prepared by: _____

Owner: _____

Date: _____

Review date: _____

Tracker details

Department: _____

Month: _____

Prepared by: _____

Approved by: _____

How to mark the grid Mark each day with one code. P Present, A Absent, L Annual leave, S Sick leave, H Public holiday, T Training, W Weekend (not a working day).

Days 1 to 16

Employee	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

Days 17 to 31

Employee	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31

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Employee	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31

Monthly totals

Employee	Days present	Annual leave	Sick leave	Absent	Public holidays

Leave notes

Employee	Leave dates	Leave type	Approved by

Sign-off

Checked by signature and date: _____

Payroll notified on: _____

Leave balances updated by: _____

Completion

[ ] Every employee has a code for every working day.

[ ] Leave in the grid matches approved leave records.

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[ ] Totals add up to the working days in the month.

[ ] Payroll has the signed tracker before the cut-off.