

# Department Attendance Summary Sheet

Department: \_\_\_\_\_

Date: \_\_\_\_\_

Prepared by: \_\_\_\_\_

Employee Name	Employee ID	Present	Absent	Leave	Remarks
_____	_____				_____
_____	_____				_____
_____	_____				_____
_____	_____				_____
Total		_____	_____	_____	