

Employee Attendance Audit Report

Date Range: _____
Generated By: _____
Date Generated: _____

Summary

Total Employees Audited: _____
Records with Discrepancies: _____
Perfect Attendance: _____
Late Arrivals: _____
Unauthorized Absences: _____

Audit Details

| # | Employee Name | Employee ID | Date | Status | In Time | Out Time | Remarks |
|---|---------------|-------------|-------|--------|---------|----------|---------|
| 1 | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| 2 | _____ | _____ | _____ | _____ | _____ | _____ | _____ |

Notes & Recommendations

Signature: _____