

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: _____