

Shift-Based Employee Attendance Sheet

Date: _____
Shift: _____
Department: _____

No	Employee Name	Employee ID	Shift Start	Shift End	Time In	Time Out	Status (Present/Absent/Late)	Remarks	Signature
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									

Prepared by:

Approved by:
