



DATE: _____

SUPERVISOR NAME:

EMPLOYEE											
DAY		Monthly statistics		Monthly statistics		Monthly statistics		Monthly statistics		Monthly statistics	
		Attendance		Attendance		Attendance		Attendance		Attendance	
1	Attendance status										
	Check-in time	Sick leave		Sick leave		Sick leave		Sick leave		Sick leave	
	Check-out time	Personal leave		Personal leave		Personal leave		Personal leave		Personal leave	
		Vacation leave		Vacation leave		Vacation leave		Vacation leave		Vacation leave	
	Total break	No show no call		No show no call		No show no call		No show no call		No show no call	
2	Attendance status										
	Check-in time										
	Check-out time										
	Total break										
2	Attendance status										
	Check-in time										
	Check-out time										
	Total break										
3	Attendance status										
	Check-in time										
	Check-out time										
	Total break										
3	Attendance status										
	Check-in time										
	Check-out time										
	Total break										
4	Attendance status										
	Check-in time										
	Check-out time										
	Total break										
5	Attendance status										
	Check-in time										
	Check-out time										
	Total break										
6	Attendance status										
	Check-in time										
	Check-out time										
	Total break										
7	Attendance status										
	Check-in time										
	Check-out time										
	Total break										
8	Attendance status										
	Check-in time										
	Check-out time										
	Total break										
9	Attendance status										
	Check-in time										
	Check-out time										
	Total break										
10	Attendance status										
	Check-in time										
	Check-out time										



Monthly Employee Attendance Template

TEAM/DEPARTMENT: _____

DATE: _____

SUPERVISOR NAME: _____

EMPLOYEE							
11	Total break						
	Attendance status						
	Check-in time						
	Check-out time						
12	Total break						
	Attendance status						
	Check-in time						
	Check-out time						
13	Total break						
	Attendance status						
	Check-in time						
	Check-out time						
14	Total break						
	Attendance status						
	Check-in time						
	Check-out time						
15	Total break						
	Attendance status						
	Check-in time						
	Check-out time						
16	Total break						
	Attendance status						
	Check-in time						
	Check-out time						
17	Total break						
	Attendance status						
	Check-in time						
	Check-out time						
18	Total break						
	Attendance status						
	Check-in time						
	Check-out time						
19	Total break						
	Attendance status						
	Check-in time						
	Check-out time						
20	Total break						
	Attendance status						
	Check-in time						
	Check-out time						
21	Total break						
	Attendance status						
	Check-in time						
	Check-out time						
22	Total break						
	Attendance status						
	Check-in time						
	Check-out time						



Monthly Employee Attendance Template

TEAM/DEPARTMENT: _____

DATE: _____

SUPERVISOR NAME: _____

EMPLOYEE							
23	Attendance status						
	Check-in time						
	Check-out time						
	Total break						
24	Attendance status						
	Check-in time						
	Check-out time						
	Total break						
25	Attendance status						
	Check-in time						
	Check-out time						
	Total break						
26	Attendance status						
	Check-in time						
	Check-out time						
	Total break						
27	Attendance status						
	Check-in time						
	Check-out time						
	Total break						
28	Attendance status						
	Check-in time						
	Check-out time						
	Total break						
29	Attendance status						
	Check-in time						
	Check-out time						
	Total break						
30	Attendance status						
	Check-in time						
	Check-out time						
	Total break						
31	Attendance status						
	Check-in time						
	Check-out time						
	Total break						