EMPLOYEE DAILY ATTENDANCE SHEET FOR PAYROLL

Company Name: _____

Department: _____

Pay Period: _____

Month / Year: _____

Emp ID	Employee Name	Department	Days of the Month																													Summary			
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	P	A	L	H

Legend: P Present A Absent L Leave / Paid Time Off H Holiday W Off Day / Weekend

_____

Prepared By (HR Officer)

_____

Verified By (Manager)

_____

Approved By (Director)