[Company name]

*How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue **[field]** until no blue remains. Add or remove table rows to fit your needs. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.*

Employee Attendance Tracker

A monthly attendance grid for your team: days worked, leave taken, and totals at a glance.

Document	Employee Attendance Tracker
Version	1.0
Prepared by	**[Name and role]**
Owner	**[Name and role]**
Date	**[DD Month YYYY]**
Review date	**[DD Month YYYY]**

Tracker details

Department	**[Department]**
Month	**[Month YYYY]**
Prepared by	**[Name and role]**
Approved by	**[Name and role]**

[Company name]

How to mark the grid

Mark each day with one code. P Present, A Absent, L Annual leave, S Sick leave, H Public holiday, T Training, W Weekend (not a working day).

Days 1 to 16

Employee	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

[Company name]

Days 17 to 31

Employee	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31

Monthly totals

Employee	Days present	Annual leave	Sick leave	Absent	Public holidays

[Company name]

Employee	Days present	Annual leave	Sick leave	Absent	Public holidays

Leave notes

Employee	Leave dates	Leave type	Approved by

[Company name]

Employee	Leave dates	Leave type	Approved by

Sign-off

Checked by signature and date	
Payroll notified on	**[DD Month YYYY]**
Leave balances updated by	**[Name and role]**

Completion

✓	Check	Notes
	Every employee has a code for every working day.	
	Leave in the grid matches approved leave records.	
	Totals add up to the working days in the month.	
	Payroll has the signed tracker before the cut-off.	