Ashford Business Services Ltd

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	**Sarah Mitchell, Office Manager**
Owner	**David Okafor, Finance Manager**
Date	**9 November 2026**
Review date	**9 November 2027**

Tracker details

Department	**Operations**
Month	**November 2026**
Prepared by	**Sarah Mitchell, Office Manager**
Approved by	**David Okafor, Finance Manager**

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).

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Days 1 to 16

Employee	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Sarah Mitchell	W	P	P	P	P	P	W	W	P	P	P	P	P	W	W	P
David Okafor	W	P	P	P	P	P	W	W	P	P	P	P	P	W	W	P
Aisha Bello	W	P	P	P	P	P	W	W	L	L	P	P	P	W	W	P
James Patel	W	P	P	P	P	P	W	W	P	P	P	P	P	W	W	P
Priya Sharma	W	P	P	P	P	P	W	W	P	P	P	P	P	W	W	P

Days 17 to 31

Employee	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Sarah Mitchell	P	P	P	P	W	W	P	P	P	P	P	W	W	P	
David Okafor	P	S	P	P	W	W	P	P	P	P	P	W	W	P	
Aisha Bello	P	P	P	P	W	W	P	P	P	P	P	W	W	P	

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Employee	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
James Patel	P	P	P	P	W	W	P	P	P	P	P	W	W	P	
Priya Sharma	P	P	P	P	W	W	P	A	P	P	P	W	W	P	

Monthly totals

Employee	Days present	Annual leave	Sick leave	Absent	Public holidays
Sarah Mitchell	21	0	0	0	0
David Okafor	20	0	1	0	0
Aisha Bello	19	2	0	0	0
James Patel	21	0	0	0	0
Priya Sharma	20	0	0	1	0

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Employee	Days present	Annual leave	Sick leave	Absent	Public holidays

Leave notes

Employee	Leave dates	Leave type	Approved by
Aisha Bello	9 November 2026 to 10 November 2026	Annual leave	David Okafor
David Okafor	18 November 2026	Sick leave	Sarah Mitchell
Priya Sharma	24 November 2026	Absent	Sarah Mitchell

Sign-off

Checked by signature and date	
Payroll notified on	**9 November 2026**

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Leave balances updated by	**Sarah Mitchell, Office Manager**

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.	