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| **Employee Attendance Record** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Attendance statistics | | | | | |
| Name | 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 | A | S | Mo | Ma | M | p |
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| **Remakes** | Types of Leave: A-Annual Leave S-Sick Leave Mo-Mourning leave Ma-Maternity leave M-Marriage Leave P-Personal  Type of Overtime: 1.5O- On scheduled work day Overtime 2.0O- On scheduled non-work day Overtime 3.0O-Offical Holiday Overtime | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |