

# **DAILY EMPLOYEE ATTENDANCE**

## **A PROJECT REPORT**

*Submitted by*

**GAURAV KUMAR (22BCA10395)**

*in partial fulfillment for the award of the degree of*

**BACHELOR OF COMPUTER APPLICATIONS**

**IN**

**UNIVERSITY INSTITUTE OF COMPUTING**



**CHANDIGARH UNIVERSITY**

April, 2025

## TABLE OF CONTENT

CHAPTER 1. Introduction.....	04
CHAPTER 2. Overview .....	05
CHAPTER 3. Dataset .....	06
CHAPTER 4. Output .....	07
CHAPTER 5. Conclusion .....	08

# Introduction

Employee attendance tracking is one of the most fundamental and essential aspects of workforce management across all types of organizations—be it corporate offices, educational institutions, startups, or manufacturing units. Maintaining accurate attendance records plays a vital role in ensuring that employees are compensated fairly, policies are enforced consistently, and productivity levels are monitored effectively.

Traditional methods of attendance tracking, such as manual registers or punch cards, are often riddled with inefficiencies. These methods are prone to human error, manipulation, and require a lot of time for data aggregation and analysis. As organizations grow, so does the complexity of managing attendance manually. This increases the chances of miscalculations, payroll discrepancies, and difficulties in compliance reporting.

To address these challenges, this **Daily Employee Attendance Sheet Project** was developed using **Microsoft Excel**. The primary objective of this tool is to simplify and automate the daily attendance process while ensuring accuracy, transparency, and ease of use. Excel, being a widely accessible and versatile tool, serves as the perfect platform for building a low-cost yet highly functional attendance system.

This Excel-based attendance sheet allows HR managers, supervisors, or team leads to easily log key information such as:

- Employee Name and Serial Number
- Time In and Time Out
- Automatic Calculation of Total Working Hours
- Daily Attendance Date
- Department and Manager Details
- Optional Signatures for verification or acknowledgment

One of the main features of this tool is the automatic calculation of **Total Hours Worked**, which eliminates the need for manual time tracking or calculators. Once the "Time In" and "Time Out" values are entered, Excel formulas instantly compute the total hours an employee has worked that day. This feature not only saves time but also enhances accuracy and helps in creating reliable records for payroll and performance analysis.

Additionally, the sheet includes predefined areas to capture contextual details such as **Department Name**, **Manager Name**, and **Attendance Date** at the top of the sheet. This helps maintain a well-organized and easily traceable log for any given day or department.

# Overview

This Excel-based project is divided into two key sections:

## 1. Input Section:

This is where daily details are filled in manually by the administrator or HR:

- Employee Serial Number
- Employee Name
- Time In
- Time Out
- Date
- Optional: Signature (for manual verification)

## 2. Output Section:

This is generated automatically using Excel formulas:

- Total Hours Worked – calculated using Time Out minus Time In.

---

### Input Fields

Field	Description
Serial Number	A running number for easy identification
Employee Name	The name of the employee whose attendance is being recorded
Time In	The time the employee starts work
Time Out	The time the employee ends work
Date	Date of attendance
Signature	Optional field for physical signing or manager initials

---

### Output Fields

Field	Description
-------	-------------

Field            Description

Total Hours Automatically calculated using:

=TEXT(Time Out - Time In, "hh:mm")

This shows the exact number of hours and minutes worked by the employee on a given day.



## Daily Record Example

Let's consider a few sample rows from the sheet:

S.No Employee Name Time In Time Out Total Hours Date

1	Gaurav	08:00	17:00	09:00	17-Apr-2025
2	Cliff Sanford	09:00	17:00	08:00	17-Apr-2025

---

# DATASET

## Dataset & Logic

The Excel sheet relies on a combination of input data and auto-calculated columns using Excel formulas and formatting.

Core Calculations:

- Total Hours:

excel

CopyEdit

=TEXT(Time Out - Time In, "hh:mm")



Excel Features Used:

- Cell referencing (for dynamic calculations)
- TEXT function (to ensure proper time formatting)
- Conditional formatting (optional for highlighting latecomers)
- Data validation (optional, for time entry)

## OUTPUT

### Output Example (Visual)

When data is entered correctly, the sheet auto-generates:

- Working hours per employee per day
- A daily log that can be printed or archived
- A clear snapshot of individual attendance

### Final Output Summary

Component	Value
Attendance Type	Daily, Per Employee
Automation	Time Difference Calculation
Format	Printable and digital tracking
Flexibility	Editable and customizable per use case

## Conclusion

The Daily Employee Attendance Sheet Project in Microsoft Excel is a simple yet powerful tool for managing employee attendance records efficiently. Its user-friendly interface, automatic time calculations, and customizable format make it suitable for everyday use in professional and academic settings.

The use of Excel formulas not only simplifies repetitive tasks but also ensures accuracy in tracking work hours. The design supports scalability and adaptability, allowing additional features like late entry highlighting, total weekly/monthly hours, or overtime tracking.

Overall, this project showcases how everyday tools like Excel can be transformed into smart solutions using basic logic and creative formatting—making operations smoother and more transparent.