# Attendance Report details

## Raw data

1. Name of Employee
2. Date
3. IN time - fix
4. Out time - fix
5. Punch in time
6. Punch out time
7. Late arrival (Yes/No)
8. Early leave (Yes/No)
9. Status – (Present, Half day, Leave, Absent)

## Attendance Report

1. KPI
   1. Month name
   2. Total working days
   3. Total Sundays
   4. Total holidays
2. Employee name
3. Total days
4. Total absent days
5. Total leave days
6. Total half days
7. Total late punch in days
8. Total early punch out days
9. Total work from home days
10. Net present days
11. Remark (any additional details if any)

## Employee time sheet

1. Name of Employee
2. Punch in time
3. Punch out time

## Leave Data

Leave Data sheet of current month