**Recommended Headers for an Attendance Sheet**

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| --- | --- |
| **Header** | **Description** |
| **Employee ID** | Unique identifier for each employee (e.g., ARC001). |
| **Employee Name** | Full name of the employee for easy identification. |
| **Department/Role** | Specifies the employee’s role (e.g., Architect, Draftsman, Admin). |
| **Date** | Daily date for the month (e.g., 01-Apr-2025, 02-Apr-2025). |
| **Day** | Day of the week (e.g., Monday, Sunday) to flag non-working days like Sundays. |
| **Attendance Status** | Code or initial to mark presence, absence, leave, etc. (e.g., P, A, CL). |
| **Check-In Time** | Time employee starts work (optional, e.g., 09:00 AM). |
| **Check-Out Time** | Time employee ends work (optional, e.g., 06:00 PM). |
| **Total Hours** | Calculated hours worked per day (optional, based on check-in/out). |
| **Leave Type** | Specifies type of leave if applicable (e.g., Casual, Medical, Comp-Off). |
| **Remarks** | Notes on absence, late arrival, or special circumstances (e.g., “Client meeting”). |
| **Supervisor Approval** | Initials or signature of the principal/supervisor for leave or comp-off. |
| **Monthly Summary** | Totals for present days, absences, leaves, and comp-off earned/used. |

**Example Layout (Monthly Attendance Sheet)**:

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Emp ID** | **Name** | **Role** | **01-Apr** | **02-Apr** | **...** | **30-Apr** | **Total Present** | **Total Absent** | **CL Taken** | **ML Taken** | **Remarks** |
| ARC001 | John Doe | Architect | P | CL | ... | A | 25 | 2 | 1 | 0 | Absent due to personal emergency on-\_\_\_\_ |

**Attendance Status Codes (Alphabet Initials)**

|  |  |  |
| --- | --- | --- |
| **Code** | **Meaning** | **Description** |
| **P** | Present | Employee was present for the full workday. |
| **A** | Absent | Employee was absent without approved leave or comp-off. |
| **CL** | Casual Leave | Employee availed a casual leave day (from 12-day entitlement). |
| **ML** | Medical/Sick Leave | Employee availed a medical leave day (from 12-day entitlement). |
| **CO** | Compensatory Off | Employee availed a comp-off earned from working on a non-working day. |
| **H** | Holiday | National or company-declared holiday (e.g., Republic Day). |
| **S** | Sunday | Non-working day as per the firm’s policy. |
| **LWP** | Leave Without Pay | Unapproved absence or leave beyond entitled limits. |
| **LA** | Late Arrival | Employee arrived after the designated start time (e.g., after 9:00 AM). |
| **ED** | Early Departure | Employee left before the designated end time (e.g., before 6:00 PM). |

**Color-Coding for Visual Clarity**

|  |  |  |
| --- | --- | --- |
| **Status** | **Color** | **Purpose** |
| Present (P) | Green | Indicates regular attendance. |
| Absent (A) | Red | Flags unapproved absences for review. |
| Casual Leave (CL) | Yellow | Highlights planned personal leave. |
| Medical Leave (ML) | Orange | Indicates health-related absences. |
| Compensatory Off (CO) | Blue | Tracks earned leave usage. |
| Holiday (H) | Grey | Marks non-working holidays. |
| Sunday (S) | Light Grey | Marks regular non-working days. |
| Leave Without Pay (LWP) | Pink | Alerts HR for salary deduction. |
| Late Arrival (LA) / Early Departure (ED) | Purple | Tracks punctuality issues. |

**Sample Attendance Tracker (Monthly View)**

**Month**: April 2025  
**Employee**: John Doe (ARC001, Architect)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Day** | **Status** | **Check-In** | **Check-Out** | **Hours** | **Leave Type** | **Remarks** | **Approval** |
| 01-Apr | Tue | P | 09:00 AM | 06:00 PM | 9 | - | - | - |
| 02-Apr | Wed | CL | - | - | 0 | Casual | Family event | JD |
| 06-Apr | Sun | S | - | - | 0 | - | Non-working day | - |
| 15-Apr | Tue | ML | - | - | 0 | Medical | Doctor’s appointment | JD |
| 26-Apr | Sat | CO | - | - | 0 | Comp-Off | Earned on 20-Mar | JD |
| 30-Apr | Wed | A | - | - | 0 | - | Unapproved absence | - |

**Monthly Summary**:

* Total Present: 25 days
* Total Absent: 1 day
* Casual Leave Taken: 1 day
* Medical Leave Taken: 1 day
* Comp-Off Used: 1 day
* Leave Without Pay: 0 days

WFH” for work-from-home if applicable

Provide space for additional context, such as reasons for absence or late arrivals.