

Employee Attendance Tracker

[COMPANY LOGO]

| | |
|--------------------|----------------|
| Company Name: | Month: January |
| Prepared by: _____ | Year: 2023 |

| January | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---------------|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| Employee 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 |
| | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F |
| Alice | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Miguel | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Taryn | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Rebecca | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Sam | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| Legend | |
|----------------------|--|
| P= Present | NW= Non-Working Day UA= Unapproved Absence O= Other |
| S= Sick Leave | PTO= Paid Time Off V= Vacation Leave PL= Parental Leave |

