Monthly attendance record format

l'm not robot!

MEETING ATTENDANCE



TemplateLAB

DETAILS		
Date: 10/10/2020 Time: 3:00 PM Moderator: Sonya Walters	Place: Main Building, Room 5 Subject: ERP Solution Requirements	

No	Name	Company	Email
1	Ricky James	Domain	ricky.james@domain.com
2	Hans White	Company	hans.white@company.com
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Please Sign Up!

Templatelab.com

Instructor/Teacher Subject/Course				Room												Week Year			6/6/16 Mon 2016-2017						
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	Nichola Carter					*															4			- 2	
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	Mary Polaneki		*																			2			
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Employee Register

D	Name	Contracted Hours	Department	-			\$ Hour	17 F			
			and free provides		RT		OT		PH		CR
001	David Brown	40.00	Accounts	5	15.00	\$	22.50	\$	30.00	5	600.00
102	Nichola Carter	20.00	Customer Support	5	12.00	5	18.00	5	24.00	5	240.00
103	James Oliver	30.00	HR	\$	10.00	\$	15.00	\$	20.00	\$	300.00
104	Nina Simon	40.00	Lobby/Reception	5	10.00	\$	15.00	\$	20.00	\$	400.00
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Office Cleaning Log

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Daily	Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed	Thu	Fri		
Sweep Floors																	
Mop Floors																	
Vacuum Classroom																	
Vacuum FA Office																	
Clean Bathrooms																	
Clean Sinks		-		-													
Empty trash		_		-													
Clean all tables		-															
Other		-			-		-			-							

		W	ek On	e			We	ek Tw	0	Week Three							
Weekly	Mon	Tue	Wed	Thu	Fn	Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed	Thu	Fri		
Vacuum behind & under furniture																	
Dust off computers				-													
Dust all shelves	1			-										-			
Dust window sills		-	-	-			-					-					
Dust desks	1	-		-								-	-				
Clean front door			-				-		-				-				
Vacuum teacher room	-		-									-			-		
Sanitize toys		-		-			-				-		-				
Clean adult bathrooms	-	-		-		-	-		-	-	-	-					
Monthly Clean windows	1																

Capture your best moments with our premium photo album templates. DOWNLOAD THE TEMPLATES NOW. There are school attendance sheets, and many other types of attendance sheets, and many other types of attendance sheets, and many other types of attendance sheets. flexibility. We offer a generalized monthly attendance sheet template, which can be used to record attendance for any type of program or activity. This template also comes with an automated monthly calendar. Template Contents Below is a list of worksheets included in this template. Monthly A monthly attendance sheet, which includes daily attendance tracking for up to 25 attendees. This attendance sheet includes the following data fields -NumberNameTitleDepartmentSetupA worksheet that controls how months and weekends are displayed on the "Monthly" attendance sheet. Using the TemplateGeneral UseMonthly Attendance sheet includes the following data fields -NumberNameTitleDepartmentSetupA worksheet that controls how months and weekends are displayed on the "Monthly" attendance sheet. describes the monthly activity for which attendance will be recorded. In the example below, this attendance sheet will be used to record monthly "Rowing Club" practice participation. Tip: You can change the gray and white attendance sheet color scheme by changing background color and text color. A tutorial on modifying color schemes can be found here. Enter the year in the "Year" field at the top of the worksheet. At the beginning of each month, select the current month will be displayed horizontally across the top of the sheet. Note: This worksheet is built to include up to 31 days. If a month has fewer than 31 days, any extra columns will be blanked out, as shown below. You can change the column headings to fit the activity for which you are tracking attendance. For example, "Title" and "Department" column headings are included as standard fields in this template, but these fields may have little to do with your program or activity. Therefore, in this example, you can replace the standard column headings with fields such as "Rank" and "Weight" to record information about your rowing team. Setup The Setup worksheet. The list of weekend markers. The list of months and a list of weekend markers. markers indicates which days will be displayed as weekend days on the monthly attendance sheet. For example, if there is rowing practice on Saturdays, weekend marker selection, use the dropdown to select "Yes" (weekend) or "No" (nonweekend). A "Yes" selection is formatted in gray on the monthly attendance sheet to represent a weekend day, as shown below. Track Attendance There are various ways to track attendance. For example, enter a letter such as an "X" or a "P" into the box when the person is present. Attendance can also be tracked using color codes. In the example below, green is used to indicate that the person is present, while red is used to indicate absence.Number the days to indicate positive attendance a snap. If you are a fan of checking the box, you can use check marks to take attendance and make counting total attendance. cells. If there are more than 25 attendees, expand the worksheet to include as many attendees as necessary. To add more people, simply copy (Ctrl + C) the last row. Finally, update the attendee number and all other information. Tip: Column headings will disappear if you scroll down toward the middle of the page. Use the "Freeze Panes" option to retain column headings. A tutorial on how to freeze panes can be found here. New Sheets and organize them in one file. You may also want to save and organize previous monthly attendance sheets. Create a new worksheet for each month (or new meeting theme) by duplicating the previous worksheet. This method will allow you to create historical records of previous attendance sheets. Finally, delete any old attendance records from the previous worksheet. deleting old information. A tutorial on duplicating worksheets can be found here. Employee Attendance Sheet is a ready-to-use in Excel, Google Sheets, OpenOffice Calc, and Apple Numbers that helps you to record attendance with ease. Additionally, it consists of records of payroll heads used to calculate the salary such as the present, absent, late comings, holidays, on the job training, and all other kinds of leaves. Office Admins need to record these entries easily. Moreover, it helps to keep a bird's eve on the employee and aids to increase the overall performance of the company. What is the Attendance Sheet? Attendance Sheet? Attendance Sheet? Attendance Sheet is a tool to record the regularity of a student, teacher, employee on a day to day basis. It is used for payroll/salary purposes except for students. Earlier, people use to maintain attendance manually on paper sheets or rooster books. Slowly and gradually, with the increase in the usage of computers, people started maintaining records on the computers, people started maintaining records on the computers. Furthermore, with the advancement of technology, we can now see the fingerprint machines at many companies. it. Types of Attendance Sheets There are 3 types of attendance Sheets: Employee Attendance, and Timesheet Attendance, and Timesheet Attendance, and Timesheet Attendance Sheet Student Attendance Student Attendance Student Attendance Stu Attendance sheets are for seeing the regularity of the student attending the class for educational institutions. It enables the teachers to maintain the record of students present or absent in their class for a whole academic year. Employee Timesheet Timesheet Timesheet Attendance records the man-hours of employees that are paid on an hourly basis. These payments can be daily, bi-weekly, or weekly, These registers record the number of hours spent by the employee on the job. Download Employee Attendance Template with predefined formulas and formating. You can maintain the attendance of 50 employees in this template. You just need to enter some employee details once. Select from the drop-down menu to mark the absence or presence of the employee. This template is available in 4 file formats - Excel, Google Sheets, Open Office Calc, and Apple Numbers Click here to Download All HR & Payroll Excel Templates for ₹299. Important Note: To edit and customize the Google Sheet, save the file on your Google Drive by using the "Make a Copy" option from the File menu. Additionally, you can download other HR and Payroll related templates like Salary Slip, Salary Sheet, Weekly Timesheet, and much more. This template can be helpful to office admins, HR Assistants, HR heads of small and medium-sized companies. Let us discuss the contents of 4 sections: Header Section, Attendance Section, Attendance Section, and Monthly Attendance Summary Section. Header Section The header section consists of the following: Company Name Sheet Heading Month & Year The Month and year section. It displays the date in MMM-YYYY format. For example, Jan-2020. If you want to display the only month, choose MMM. To do this, right-click the cell and choose format cell and go to the Numbers tab and click on custom format. Employee Details section Consists of the following columns: Employee Details section The employee Details are stagnant. Thus, you need to insert these details only once or when a new employee joins the workforce. Attendance Section Insert the first date of the month for which you are preparing the employee attendance. Insert the date in DD-MMM format. If you want to change the format according to your needs, right-click the cell and choose format cell and go to the Numbers tab and click on custom format. The template automatically fetches the remaining dates by using =F3+1 formula. It adds 1 day to the previous date. Moreover, the template also displays the day of the week for each date with the help of the TEXT Function in excel. To mark the attendance, we have created a dropdown list using the data validation function. Click on the link below to know how to create a drop-down list in 3 Easy Steps. How to Create a drop-down list in 3 Easy Steps. Present/Absent "P" stands for the Present. When the user marks "P" the cell turns green using conditional formatting). Similarly, "A" stands for Absent the cell turns red using conditional formatting). Overtime OT stands for Over Time. Overtime Pay means the amount compensated for hours or days worked more than the maximum limit mentioned in your contract or set by federal or provincial law. MArk OT if the employee stays additional hours on work. Late L stand for Late. If an employee reports less after the allowed time then choose L from the dropdown list. Sick Leave SL stands for Sick Leave. Paid leave in case of illness of self or other family members is called Sick Leave. Sick leave SL if the employee is absent due to sickness. Earned Leave EL/PL stands for Earned Leave is the leave that an employee gets annually for planned long leaves for the vacation, travel, etc. If the employee is on Earned Leave is the leave that an employee gets annually for planned long leaves for the vacation, travel, etc. If the employee gets annually for planned leave the HR department is informed in advance. company. Usually, it is 30 working days annually. But in some states, it goes up to 45 0r 60 days. If an employee is unable to use all of his accrued EL during the year, he/she can carry forward it the next year. For more details on EL/PL click here. Casual Leave CL stands for Casual Leave is the leave granted to an employee for certain unforeseen situations where he/she is required to go on leaves to attend or look after personal matters. Generally, the number and the type of leaves varies according to the industry, the employee has opted for Casual Leave. Maternity Leave ML stands for Maternity Leave. Maternity leave is the right for employees to take up to 12 months' leave on giving birth. Other Day offs NH stands for Festive Holiday. These are holiday of the state or country. FH stands for National Holiday. example, In dia has long festive holidays during Diwali whereas as UAE has long holidays during EID. Mark "H" all other types of holidays. TR stands for training. Mark TR if the employee is under the training period. Every Sunday is marked blue. If you want to update with "H" you can or else leave blank. In the end, columnar total displays the daily strength of the company based on markings. If you miss marking, there can be a mistake in counting. It shows the total number of employees present on that particular date. The template uses the COUNTIF (F4: F53, "P") formula. Attendance Summary Attendance Summary Section displays the individual total of the following attendance heads: Present Absent Over Time Late Sick Leave Maternity Leave National Holiday Festive Holiday Other Holiday Training Each column here also uses the COUNTIF function to calculate the total attendance under each head. It only changes the second argument of the formula to count that particular abbreviation from the attendance report is ready at the end of the month. Printable Employee Attendance sheet. Just select the attendance daily and your monthly attendance report is ready at the end of the month. formats. Click in the image to view and click on the button to download the pdf file. Printable Employee Attendance Dual Attendance is for those companies who record attendance of their employees twice a day. Usually, it is done once in the morning and once later in the evening. Moreover, such attendance is common in the Sales Industry where the salesperson has to report twice. Printable PDF You can also print these printables with pre-printed employee names. Hence, to do so, click here to download the Printable Employee Attendance excel sheet. Benefits of recording Attendance Here are a few benefits of maintaining the attendance: Calculate Salary/wages/overtime. Keep an eagle-eye view on employee/student regularity. Saves Time and Money for SMEs and small institutions that have a low budget. Saves Time and Money for SMEs and small institutions that have a low budget. your projects. Shift Management and proper workload distribution. Measure the efficiency of teams or employees. It helps to reduce absenteeism. Easier scheduling of vacations. Enhance the punctuality of students and employees. Simplifies Payroll preparation. It helps to manage projects and tasks efficiently. comment section below. I will be more than happy to assist you. Frequently Asked Questions Overtime is based on hours and hence you can record the data of such employees in Timesheets. Absenteeism is the habitual absence of the employee from work either taking leave for a full day or through time theft which includes coming late or leaving early to/from work and even taking long breaks. For more information on Absenteeism click here. Absent Rate is the percentage of employees on leave due to any reason against the total strength during a particular period. The formula is the total number of days per employee multiply by 100. Use our simple and easy Absent Rate Calculator in Excel Employee Overtime Percentage of Leaves/Days varies based on country, industry, type of business, and HR policies of companies. Usually, 9 to 15 sick leaves are allowed per year. Employee for payroll/salary purpose. Whereas Student Attendance is for measuring the regularity of the student attending the class for any educational institutions. Yes, the Attendance sheet marks the present and absence of the employee. Usually, Casual Leave Application is formal communication to inform your supervisor to request a leave of absence from work mentioning your reason. It serves as a written record for the company. Click here to get a ready-to-use Casual Leave Application Template.

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