**STAFF ATTENDANCE SHEET**



**[Company Name]** 

[Address]

[Phone Number]

[Email Address]

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Attendance Summary** | |  |  | **Legends** | |
| Attendance Range: | One Month | |  | A | Absent |
| Month: | May | |  | P | Present |
| Year: | 2020 | |  | L | Leave |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Staff ID** | **Staff Name** | **Designation** | **A** | **P** | **L** | **Total**  **Working Days** |
| 001 | Henry | Marketing Manager | 0 | 4 | 1 | 5 |
| 002 | William | Accountant | 0 | 5 | 0 | 5 |
| 003 | Ella | Developer | 1 | 3 | 1 | 5 |
| 004 | Oliva | Developer | 0 | 5 | 0 | 5 |
| 005 | Sophia | HR | 0 | 4 | 1 | 5 |
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| **Staff ID** | **Staff Name** | **Designation** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** |
|
| 1 | Henry | Marketing Manager | P | P | L | P | P |
| 2 | William | Accountant | P | P | P | P | P |
| 3 | Ella | Developer | L | P | P | A | P |
| 4 | Oliva | Developer | P | P | P | P | P |
| 5 | Sophia | HR | P | P | P | P | L |
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