

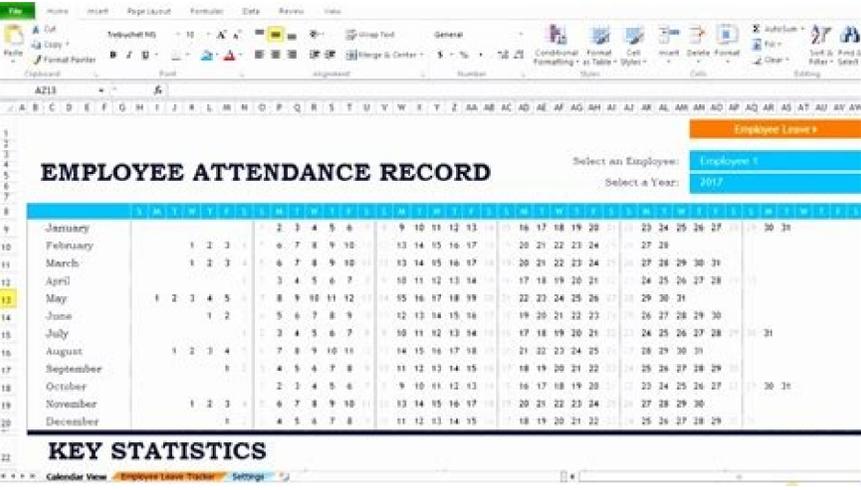
Leave attendance format in excel

I'm not robot!



Template: Employee Attendance Tracker

Attendance Sheet Template		Month															
Emp	Employee Name	Emp ID	Department	Division	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
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Employees Attendance Tracker Template		Month															
Emp	Employee Name	Emp ID	Department	Division	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
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How to create employee leave record in excel sheet. How to leave space in excel formula. How to keep format in excel formula.

We've gathered the top five employee attendance tracker Excel templates available online. Note that some of these can also be used as a meeting attendance template, a training attendance template, or an employee absence tracker. Look through these, and you're bound to find one that'll be perfect for your needs.

- Office.com Employee Attendance Tracker template**: This simple attendance tracker template from Office.com consists of four sheets: one for each quarter, plus a year-to-date summary. The summary sheet contains fields for employees' personal and work details, such as their first and last name, their Social Security number, position, hire date, and the name of their supervisor. Then, it has separate columns for vacation days, personal days, and sick days. It also allows you to track the total and remaining vacation days for each individual employee. The Q1, Q2, Q3, and Q4 sheets feature separate columns for each day of the year, allowing you to quickly note whether an employee was present, absent, sick, or on vacation on a particular day.
- Office.com Employee Attendance Record template**: This template includes five sheets: a calendar view, an employee leave tracker, a company holidays list, a leave types sheet, and a summary sheet. To use it, start by adding all your employees to the list of employees sheet. Then, visit the leave types sheet to add all the leave types allowed or recorded by your company. The default ones include "sick leave," "vacation," "bereavement," and "other." Finally, add your company's paid holidays to the company holidays sheet. Default holidays include New Year's Day, Independence Day, Thanksgiving, and Christmas. You can then use the calendar view to record attendance. This particular template uses color-coding to record attendance. Regular employee attendance, sick days, and vacation all having their own separate colors. Once you fill out the attendance sheet for an employee, the calendar view will also provide you with the total number of working days, sick days, and vacation days they have. You can also use this template to record employee leave in the dedicated sheet for leave tracking. In this sheet, you'll be able to add the employee's name, start and end dates for their leave, and the type of leave. The sheet will then automatically calculate the employee's total leave days.
- ExcelTemplate.net's Employee Attendance Tracker template**: ExcelTemplate.net's Employee Attendance Tracker template consists of 14 sheets: a Totals sheet, an Employees sheet, and one sheet for every month of the year. To start using this attendance tracker, go to the current month and add in all your employees' names in the Employee Name column. Review the leave type categories and then change or add new ones as necessary. The default options are "Vacation," "Personal," and "Sick." You can also use this section to add in company holidays. Once you do that, you're ready to start recording attendance by going to the current month's sheet and marking attendance for each individual employee.
- ExcelHub.org's Employee Attendance Record template**: This template from ExcelHub.org comes with only one sheet. It's designed to hold attendance information for each month on a separate sheet, so you'll need to create a new sheet at the start of each month. To start using this template, add all your employees to the Employee Name column, then customize the leave types in the dedicated leave section. After that, you're free to start tracking attendance in that sheet by using the provided abbreviations for each attendance status. Once the month is over, simply duplicate the existing sheet, change the month in the first column, and start tracking attendance for the next month.
- SmartSheet's Employee Attendance Tracker template**: SmartSheet's employee attendance tracker is among the easiest ones to use on this list. Start by adding in your employees' names, then review and modify the legend section to suit your needs. The default attendance status options are "Work Shift," "Vacation," "Personal," and "Sick." Once you do that, you can track attendance by adding the appropriate abbreviation to each employee's daily attendance column. After the month is over, simply duplicate the sheet to start tracking attendance for the next month.
- LeaveBoard's Employee Attendance Tracker template**: LeaveBoard's attendance tracking template consists of 14 sheets: a Totals sheet, an Employees sheet, and one sheet for every month of the year. To start using this template, go to the Employees sheet and add all your employees. Then, go to the sheet for the current month and select an employee for each row. Now, you're ready to start tracking attendance. The sheet will automatically calculate the total number of working days, leaves, and absences for each employee. If you want to see the totals for the entire year, simply go to the dedicated Totals sheet.
- PeopleForce.io's Employee Attendance Tracking template**: The last template on our list is quite simple to use. It consists of only one sheet. To get started using it, add all your employees' names in the appropriate row. Then, review the leave type labels and make any necessary modifications. Finally, change the month and year to reflect the current date. Then, simply use the provided labels to mark the employee attendance status for your team each day. Once the month is over, duplicate the sheet and use the new one to track attendance for the next month. Keeping employee attendance records at work helps both remote and office-based companies identify and address a number of matters: identify any attendance-related issues in your company, reduce absenteeism, improve employee productivity and morale through accurate and timely time-off requests and approvals, make it easier to schedule vacations on the whole, embrace working remotely, ensure employee productivity to make better hiring decisions, analyze employee productivity to make better scheduling decisions, and track attendance is also useful when you want to compare employee attendance with the time employees spend on sick leave, personal leave, or vacations. In order to track your employees' attendance, it's best that you use a staff attendance register. Depending on the type of the employee attendance records you're using, you and your employees will be able to mark, track, and view: Employee time in and time out for the day, Attendance per day, week, month, or year, Break time per day, The days employees spend on personal leave, The days employees spend on sick leave, The days employees spend on vacation, Whether some of your employees are not showing up to work, but offering no timely explanation as to why, To help you track this data, here are 12 employee attendance templates you, your HR team, or your employees can easily fill out in Excel or Google Sheets, and which you or your HR team can later analyze and draw valuable conclusions from. Download Employee Attendance Tracking Templates Time-bound employee attendance tracker Excel templates Daily Employee Attendance Template Weekly Employee Attendance Template Monthly Employee Attendance Template Event-based employee attendance tracker Excel templates Meeting Attendance Template Training Attendance Template Event Attendance Template Volunteer Sign-In Template Employee absence tracker Excel templates Monthly Vacation, Sick Leave, Personal Leave Tracker Template Visitor and appointment tracker Excel templates Visitor Sign-In Template Appointment Sign-In Template Time-Bound Employee Attendance Tracker Excel Templates The Time-Bound Employee Attendance Tracker Excel Templates let you track employee attendance by day, week, month, or year. You'll be able to track days your employees: Attended work (by adding ✓ or writing "✓" in the appropriate template slots) Were on Sick Leave (by adding S or writing "S" in the appropriate template slots) Were on Personal Leave (by adding P or writing "P" in the appropriate template slots) Failed to show up to work or offer a timely explanation as to why they will miss work (by adding X or writing "X" in the appropriate template slots) Where applicable, you'll also be able to mark and track your non-working days (such as public holidays and weekend or other non-working days) by adding H or writing "H" in the appropriate template slots. To make your templates visually distinct and easy to read and analyze, copy, and paste the right colored labels to the right slots. For a quicker approach, write the appropriate letters in the right slots. Depending on the nature of the template, you'll be able to calculate and track this data for each individual employee and/or for the time period covered by the template. Each template also offers you a space to write your notes and observations. Daily Employee Attendance Template What's it about? The Daily Employee Attendance Template lets you track employee attendance by day. First, specify the day and add the basic information for each employee (name, position, and department). In order to visually mark the attendance status for each employee, copy and paste the right labels to the right slots (e.g. copy and paste the ✓ label or write "✓" to the attendance column next to "Employee 1" to mark that "Employee 1" has attended work for that day). You can also mark the time each employee arrived to work and left, as well as the total time he or she spent on a break that day. Each time you note an employee attended, was on sick leave, personal leave, vacation, or failed to show up to work or call to announce his or her absence, the counter (located next to the main table) automatically counts the totals for the entire day. Best for what and who? This template is great if you want to track employee attendance, sick leave, personal leave, vacation, and days they neither showed up or called to announce their absence on a daily basis. Download the classic Daily Employee Attendance Template in Excel Download the online, shareable Daily Employee Attendance Template in Google Sheets Weekly Employee Attendance Template What's it about? The Weekly Employee Attendance Template lets you track employee attendance by week. First, specify the month and the date range for the week and add the basic information for each employee (name, position, and department). In order to visually mark the attendance status for each employee, copy and paste the right labels to the right slots (e.g. copy and paste the S label or write "S" in a certain day slot next to "Employee 1" to mark that "Employee 1" has been on sick leave on a certain day). Each time you note an employee attended, was on sick leave, personal leave, vacation, or failed to show up to work or call to announce his or her absence, the counter automatically counts the totals per individual employee (these statistics are available under each employee row in the main table). You'll also get the totals calculated for each week for all employees (these statistics are available under the main table). Best for what and who? This template is great if you want to track employee attendance, sick leave, personal leave, vacation, and days they neither showed up or called to announce their absence on a weekly basis. It's also great if you want to track this data for each individual employee, as well as your team in total. Download the classic Weekly Employee Attendance Template in Excel Download the online, shareable Weekly Employee Attendance Template in Google Sheets Monthly Employee Attendance Template What's it about? The Monthly Employee Attendance Template lets you track employee attendance by month. First, specify the month and add the basic information for each employee (name, position, and department). In order to visually mark the attendance status for each employee, copy and paste the right labels to the right slots (e.g. copy and paste the P label or write "P" in a certain day slot next to "Employee 1" to mark that "Employee 1" has been on personal leave on a certain day). Each time you note an employee attended, was on sick leave, personal leave, vacation, or failed to show up to work or call to announce his or her absence, the counter automatically counts the totals per individual employee (these statistics are available under each employee row in the table). You'll also get the totals calculated for each month for all employees (these statistics are available under the main table). Best for what and who? This template is great if you want to track employee attendance, sick leave, personal leave, vacation, and days they neither showed up or called to announce their absence on a monthly basis. It's also great if you want to track this data for each individual employee, as well as your team in total. Download the classic Monthly Employee Attendance Template in Excel Download the online, shareable Monthly Employee Attendance Template in Google Sheets Yearly Employee Attendance Template What's it about? The Yearly Employee Attendance Template lets you track employee attendance by year. First, select the sheet that marks a specific month and add the basic information for each employee (name, position, and department). In order to visually mark the attendance status for each employee, copy and paste the right labels to the right slots (e.g. copy and paste the V label or write "V" in a certain day slot next to "Employee 1" to mark that "Employee 1" has been on vacation on a certain day). Each time you note an employee attended, was on sick leave, personal leave, vacation, or failed to show up to work or call to announce his or her absence, the counter automatically counts the totals per individual employee (these statistics are available under each employee row in the table). You'll also get the totals calculated for each month for all employees (these statistics are available under the main table). Best for what and who? This template is great if you want to track employee attendance, sick leave, personal leave, vacation, and days they neither showed up or called to announce their absence on a yearly basis. It's also great if you want to track this data for each individual employee, as well as your team in total. Download the classic Yearly Employee Attendance Template in Excel Download the online, shareable Yearly Employee Attendance Template in Google Sheets Event-Based Employee Attendance Tracker Excel Templates The Event-Based Employee Attendance Tracker Excel Templates let you track attendance on meetings, training sessions, company-based events where employees serve as attendees, and company-based events where employees serve as volunteers. Each template also offers you a space to write your notes and observations. Meeting Attendance Template What's it about? The Meeting Attendance Template lets you track the attendance of employees in meetings. First, define the meeting title, agenda, location, organizer, date, and time. Add your attendees and their information (name, position, and department). Mark their attendance status as "Yes" for attendees, and "No" for non-attendees, for the specified meeting date and time. The number of people who have not attended the meeting will be calculated automatically in a counter next to the main table. Best for what and who? This template is great for tracking attendance on any type of meeting you usually have, from daily and weekly status update meetings to team building or decision making meetings. Download the classic Meeting Attendance Template in Excel Download the online, shareable Meeting Attendance Template in Google Sheets Training Attendance Template What's it about? The Training Attendance Template lets you track the attendance of employees in mandatory and/or voluntary training programs. First, define the program name, level, and reference, as well as the training location, date, time, and trainer name. Add your attendees and their information (name, position, and department). Mark their attendance status as "Yes" for attendees, and "No" for non-attendees, for the specified training session date and time. The number of people who have or haven't attended the training session on the specified date and time will be calculated automatically in a counter next to the main table. Best for what and who? This template is great for tracking attendance on any type of attendance program, from interpersonal skills and technical training programs to diversity or sensitivity training programs. Download the classic Training Attendance Template in Excel Download the online, shareable Training Attendance Template in Google Sheets Event Attendance Template What's it about? The Event Attendance Template lets you track the attendance of employees in mandatory and/or voluntary company events. First, define the event title, purpose, location, organizer, date, and time. Add your attendees and information (name, position, and department). Mark their attendance status as "Yes" for attendees, and "No" for non-attendees, for the specified event date and time. The number of people who have or haven't attended the event on the specified date and time will be calculated automatically in a counter next to the main table. Best for what and who? This template is great when you want to track employee attendance on any type of company event, from seminars and conferences to appreciation events. Download the classic Event Attendance Template in Excel Download the online, shareable Event Attendance Template in Google Sheets Volunteer Sign-In Template What's it about? The Volunteer Sign-In Template lets you track the people who have volunteered to participate and help out in a company event. First, define the volunteer event title, cause, location, organizer, date, and time. Add your volunteers and their information (name, position, and department). Specify the task/activity they are assigned with or have volunteered to do in the company event. Then, specify the date or time they are scheduled to perform the task/activity. Add their e-mail addresses and their phone numbers in the template, in case the event organizers need an easy way to contact all or some of the volunteers, for whatever reason. Best for what and who? This template is great if you want your company to participate in a certain cause or reach a certain goal, and you need people to volunteer at an event to help out with achieving the said cause or goal. You'll be able to track people who have volunteered, as well as the tasks or activities they signed up for. Download the classic Volunteer Sign-In Template in Excel Download the online, shareable Volunteer Sign-In Template in Google Sheets Employee Absence Tracker Excel Templates The Employee Absence Tracker Excel Templates let you track the number of days your employees did not attend work due to time off, such as vacations, sick leave, or personal leave. You'll be able to calculate and track this data for each individual employee and the time period covered by the template. Each template also offers you a space to write your notes and observations. Simple Yearly Vacation, Sick Leave, and Personal Leave Tracker Template What's it about? The Simple Yearly Vacation, Sick Leave, and Personal Leave Tracker Template lets you track sick leave, personal leave, or vacation days on a yearly basis, via a simple counter. First, define the year and add the basic information for each employee (name, position, and department). Define the number of days each of them has available for sick leave and vacation (personal leave is usually subsequently defined on an as-needed basis). Each time someone goes on sick or personal leave, or takes vacation days, define these days in the "Spent" rows for each employee. The number of days each employee has "Left" for sick leave or vacation will automatically decrease each time you add sick leave or vacation days next to someone's name. The number of days each employee has "Spent" on personal leave will be automatically added to the time off totals for the employee and the team. The totals for sick leave, personal leave, and vacation for each employee are calculated automatically in the last column of the main table. The totals for sick leave, personal leave, and vacation for the entire team are automatically calculated in the last row of the main table. The totals for time off for the entire team are calculated automatically for the entire team in the last column of the last row of the main table. Best for what and who? This template is great if you want a simple and easy way to track how much your employees have available for sick leave and vacation per year have spent on sick leave, personal leave, and vacation have left for sick leave and vacation. Download the classic Simple Yearly Vacation, Sick Leave, Personal Leave Tracker Template in Excel Download the online, shareable Simple Yearly Vacation, Sick Leave, Personal Leave Tracker Template in Google Sheets Visual Yearly Vacation, Sick Leave, Personal Leave Tracker Template What's it about? The Visual Yearly Vacation, Sick Leave, Personal Leave Tracker Template lets you track the number of days your employees specifically spent on: Sick leave (by adding S or writing "S" in the appropriate template slots) Personal leave (by adding P or writing "P" in the appropriate template slots) Vacation (by adding V or writing "V" in the appropriate template slots) You'll also get to mark your non-working days (such as public holidays and weekend or other non-working days) by adding H or writing "H" in the appropriate template slots. First, select the sheet that marks a specific month and add the basic information for each employee (name, position, and department). In order to visually mark the attendance status for each employee, copy and paste the right labels to the right slots (e.g. copy and paste the V label or write "V" in a certain day slot next to "Employee 1" to mark that "Employee 1" has been on vacation on a certain day). Each time you note an employee attended, was on sick leave, personal leave, vacation, or failed to show up to work or call to announce his or her absence, the counter automatically counts the totals per individual employee (these statistics are available under each employee row in the table). You'll also get the totals calculated for each month for all employees (these statistics are available under the main table). To count with the available days for sick leave and vacation for an employee for next month, simply copy and paste the days left for sick leave and vacation from the previous month (e.g. if the "April" sheet shows Employee 1 has 19 days left for vacation and 2 days for sick leave, add these numbers to the "May" sheet under available). Continue this pattern for each subsequent month. Best for what and who? This template is great when you want to visually track and easily find employee sick leave, personal leave, vacation, and non-working days/public holidays throughout the entire year. Visually tracking this data per day can help you schedule and assign work throughout the year. For example, you and your team will know not to assign a project or task to Lisa Johnson from May 15th to May 25th because you'll be able to see that she is on vacation during this time. In the same line, you'll be able to reconsider scheduling a project deadline for May 4th, because you'll know that the company will have that day off due to a public holiday. Download the classic Yearly Vacation, Sick Leave, Personal Leave Tracker Template in Excel Download the online, shareable Yearly Vacation, Sick Leave, Personal Leave Tracker Template in Google Sheets Visitor and Appointment Tracker Templates let you track the casual visitors and official appointees such as clients that enter your company. Each template also offers you a space to write your notes and observations. Visitor Sign-In Template What's it about? The Visitor Sign-In Template lets you track the visitors that enter your company. Specify the names of the visitors, who they came to see, the purpose of their visit, the date of their visit, as well as when they entered and left the company building. Best for what and who? This template is great when your company has occasional or frequent casual visitors (such as the family members of employees), and you want to track who and when has entered the company building. Download the classic Visitor Sign-In Template in Excel Download the online, shareable Visitor Sign-In Template in Google Sheets Appointment Sign-In Template What's it about? The Appointment Sign-In Template lets you track the visitors that have official appointments with the employees in your company, such as job interviewees and clients. Specify the name of attendees, who they came to see, the purpose of their appointment, as well as their appointment dates and times. Best for what and who? This template is great when your company works and consults with clients, so you want to track their appointments. Download the classic Appointment Sign-In Template in Excel Download the online, shareable Appointment Sign-In Template in Google Sheets Why you should use attendance tracking software When it comes to the best ways to track employee attendance, tracking attendance by using templates is simple and easy. But, it has its limitations. Namely, tracking attendance with a template is suitable only if your company has a smaller number of employees, so you can easily track and manually add correct information for everyone. However, perhaps your company has the policy to measure sick leave, personal leave, or vacation time in hours, instead of days. And, perhaps you want more detailed insights into the activities, tasks, and assignments your employees actually engage in while attending work. In such a case, using a time tracking tool that allows the automating tracking of attendance for your team through different projects is the best solution. Clockify is a time tracking software that allows you to easily track time on all company-related "projects", including work attendance, break time per day, but also absent days caused by sick leave, personal leave, or vacations. Here's how. How to track attendance with Clockify To track employee attendance in the easiest way with Clockify, simply invite your team to your company workspace, and provide instructions: Each time an employee arrives at the office (or sits down in front of the computer to work from home), he or she should start the timer on the Time Tracking page of the app. As an alternative, employees can add the time they worked on manually, after they are done with work for the day. Apart from this simple clock-in, clock-out approach, you can also use Clockify to track the tasks and activities your employees engage in while at work. If you're working on multiple work projects, define separate Clockify projects for them, and instruct employees to select and track time on these projects when working on them. To have employees track their breaks, simply define a project called "Breaks" and have employees track the time they spend on short breaks or on lunch breaks. Once you define a couple of projects, your employees will also be able to log their hours in a timesheet. To streamline your workflow, you can also add specific tasks to projects, write descriptions for each time entry, define tags to specify the type of task being worked on, and more. Later on, you can go to the Reports of the app and see at a glance who worked when, for how long, and on what. You may find the Weekly Report especially useful, as it shows you a simple and easy-to-read breakdown of the times your employees were at work on a weekly basis. How to track absence with Clockify Apart from tracking attendance, you can also easily track absence with Clockify, by creating several suitable projects for this and then having employees track time on them. For starters, you can follow the outline of the listed attendance tracking templates, and create a name separate projects for "Sick Leave," "Vacations," "Personal Leave," Or, depending on the time-off policy and workflow of your company, you can expand on this basic time off data, and have employees track time for "Half-days," "Family Leave," "Unpaid Leave," "Personal Time," and more. However you choose to track employee time off, you'll easily be able to create projects for each type of leave in a couple of clicks. Afterward, your employees can track this time just like they would track their work hours: with a timer by adding time manually by adding time in a timesheet If the regular workday in your company is 8 hours, then you should instruct employees to add 8 hours for time off as well. Later on, you'll be able to view and analyze employee absence in the Reports Section of the app, and even compare absences with attendance, if you choose to view a report of all your Clockify projects at once.

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