Employee Attendance Tracker

Build one tab per month in Excel or Google Sheets. Each employee is one row; each calendar day is one column (Day 1 to Day 31) where you enter one code from the code list. Use a drop-down so only valid codes can be entered. Record only scheduled working days; leave days off blank or mark them OFF.

HEADER (TOP OF EACH MONTHLY TAB)

Month and year

Department / team

Location / site

Supervisor

Standard shift length (hours)

Grace period for late arrival (minutes)

EMPLOYEE COLUMNS (ONE ROW PER EMPLOYEE)

Employee ID

Employee name

Job title

Shift / schedule

☐ Day ☐ Evening ☐ Night ☐ Rotating ☐ Weekend ☐ Part-time

Hire date

Day 1 to Day 31: attendance code for each day

Notes (approval references, documentation received)

ATTENDANCE CODES

- [ ] P: Present, full scheduled shift
- [ ] L: Late arrival beyond the grace period (record minutes in notes)
- [ ] LE: Left early without approval
- [ ] A: Unplanned absence, called in as required
- [ ] NCNS: No call, no show
- [ ] PTO: Approved paid time off or vacation
- [ ] S: Sick leave (paid sick leave under policy or state or local law)
- [ ] PL: Protected leave (FMLA, state family or medical leave, ADA accommodation, pregnancy accommodation); do not count toward discipline
- [ ] J: Jury duty, witness duty or voting leave
- [ ] M: Military leave
- [ ] B: Bereavement
- [ ] H: Paid holiday
- [ ] U: Approved unpaid leave
- [ ] SUS: Suspension
- [ ] OFF: Not scheduled
- [ ] Half codes: add /2 for half-day (e.g. PTO/2)

MONTHLY SUMMARY COLUMNS (FORMULAS, PER EMPLOYEE)

- [ ] Days scheduled: COUNTA of Day 1 to Day 31 minus COUNTIF OFF and H
- [ ] Days present: COUNTIF P
- [ ] Late arrivals: COUNTIF L
- [ ] Left early: COUNTIF LE
- [ ] Unplanned absences: COUNTIF A
- [ ] No call, no shows: COUNTIF NCNS
- [ ] Approved leave days: COUNTIF of PTO, S, J, M, B and U
- [ ] Protected leave days: COUNTIF PL (excluded from all disciplinary counts)
- [ ] Unplanned absence rate: (A + NCNS) divided by Days scheduled, as a percentage
- [ ] Occurrences for policy: A + NCNS weighted by policy, plus L and LE as set by policy (protected leave never counted)

TEAM SUMMARY (BOTTOM OF EACH MONTHLY TAB)

- [ ] Total scheduled days for the team
- [ ] Team unplanned absence rate: total A and NCNS divided by total scheduled days
- [ ] Total late arrivals and early departures
- [ ] Number of employees at or above the policy warning threshold
- [ ] Days of approved planned leave as a percentage of scheduled days

- [ ] Supervisor review signature and date