

Attendance & absence tracker

Bring attendance notes into one consistent log. Compare planned and worked hours and record follow-up without turning the sheet into a medical record.

Business / team

Pay period / reporting period

Employee / prepared by

Reviewer / date

Date	Scheduled hours	Worked hours	Status	Follow-up

Review notes / reference

An administrative log, not a disciplinary score, leave-entitlement calculator or substitute for actual time records. A variance does not establish misconduct or unpaid time.