Employee Attendance

Record of Employee Attendance Monthly Showing Employee Name

Name		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total
Name Here	AM																																
	PM																																
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- **Employee attendance** refers to the employees presence at their designated worksite during the required hours.
- Employee attendance in retail refers to an employee showing up for and working their scheduled shift for the day.

Employee Attendance Tracker

Employees Attendance Tracker Template

	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
Jan	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				
Feb				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28				
Mar				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
Apr	30				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29		
May		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
Jun			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30			
Jul	30	31			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29		
Aug		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
Sep				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		
Oct	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				
Nov				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		
Dec	31			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		

Key Values

National holidays	Working Days	Vacation taken	Sick day taken
9	265	6	4

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- The **Attendance Portal** App's primary goal is to keep track of employees' daily attendance at work.
- Each employee will have their own login information to use when accessing the application.
- It is possible to enter an employee's attendance and view their company profile.

Attendance Portal

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Slide
Team

- A human resources team can use the HR **Attendance Dashboard** to monitor key employee attendance metrics.

- The **Suspension rate** is calculated by dividing the number of students who have received one or more suspensions by the total number of students enrolled during the school year.

Attendance Analysis Dashboard with Latest Enrollment and Suspension Rate

This slide illustrates the statistical representation of latest enrollment and analysis of student attendance. Data covered in this dashboard includes- Latest enrollment; Attendance and suspension rate, Enrollment by month end with suspension rate by month.

Latest Enrollment
225

Attendance % YTD(year to date)
90.01%

Suspension Rate YTD(year to date)
3.48%

Enrollment by Month End

235   235   234
227   228

02-09-21 09-02-21 10-30-2021 10-28-2021 11-18-2021

Attendance % by Month

93.27%   92.88%
              90.81%
87.26%

02-09-21 09-02-21 10-30-2021 10-28-2021

Suspension Rate by Month

                  3%
        2%   2%
1%

02-09-21 09-02-21 10-30-2021 10-28-2021

Attendance % - Current vs Past Week

Past Week   90.43%

Current Week   95.43%

Number of suspensions – Current vs Past Week

Past Week   0

Current Week   0

This graph/chart is linked to excel, and changes automatically based on data. Just left click on it and select "edit data".

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HR keeping track of daily attendance:

- The first step towards effective attendance management is to create a clear attendance policy that includes rules and expectations.
- It allows you to run your business more efficiently and reduces unplanned absenteeism.
- The policy should specify how to request time off as well as the consequences of failing to follow attendance procedures.

Employee Time and Attendance Tracking Software

This slide focuses on the software capability to track the time and attendance of the organizational employees.

Software	Time Tracking	Attendance Tracking
Software 1	✔	✔
Software 2	✔	✔
Software 3	✔	✔
Software 4	✔	✖
Software 5	✔	✔
Software 6	✔	✔
Software 7	✖	✔
Software 8	✔	✔
Software 9	✖	✔
Software 10	✔	✔

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Advantages of Online Attendance System :

- Accurate Results
- Real-Time Information
- Paperless
- Increased Efficiency
- Automatic Report Generation.
- SMS Notifications.
- Dependable Data.

Online Attendance System for Restaurant

Online attendance system will aid the firm as well the staff in keeping track of attendance to prevent loss of time and productivity. The firm will choose the most suitable attendance tracking software with enough features to render optimum functionality.

Software	Features				Additional Features	Cost
	Attendance Tracking	Leave Management	Shift Scheduling	Cross Platform Compatibility		
Zoho People	✓	X	✓	$25000	Workload Management	$50 per month
Bitrix 24	✓	✓	✓	$20000	Task Dependencies	$35 per month
Avaza	✓	X	✓	$27000	Quoting and Billing	$27 per month
Timecamp	✓	✓	X	$35000	Add Text Here	$18 per month

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FAQs

How do you handle employee absence issues?

- Make an attendance policy for your employees.

- Maintain a consistent attendance policy.

- Maintain a record of employee absences.

- Unscheduled absences and no-shows must be addressed immediately.

- Discover the cause rather than just treating the symptoms.

- Remember to reward good behaviour.

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Why is it important to be on time at work?

- Regular attendance and punctuality are essential for any employee because when a candidate accepts a job offer, they commit their time to the company.

- Understanding the significance of attendance and showing up for work every day lays the groundwork for a successful career.

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What is the benefit of attending?

- One of the most appealing features of time and attendance systems is that they help save labour costs by comparing budgeted hours to actual time worked.
- This benefit can also help your company's attendance policy by reducing employee tardiness and absenteeism.

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