

Staff Attendance Register

See a month of attendance for a whole team on one page instead of in thirty separate places.

A month of attendance for a whole team on one page, marked with your own codes.

DEFINE YOUR OWN KEY, THEN KEEP TO IT
The codes are yours. Every organisation classifies absence differently and the categories that matter legally vary by country, so the key is blank for you to define — write it in once and use it consistently.

Team or department

Month

Kept by

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	Days present

Your key — for example P present, A absent, H holiday, S sick

Checked by

Date