

The Employee Attendance Report is designed to easily track hours each employee worked, including overtime for up to five weeks in one template. The Report will work with a Payroll Data App, such as Scavatec, as you will copy and paste a csv file. The template will provide you a one-page report for each employee for a 5-week period and overtime for that month.

*The Report is currently designed to work for up to 10 employees. Please contact me if you would like to customize the report so you may track more than 10 employees.*

**How it works ~**

**Step 1** - Download your payroll data from a payroll data app like Scavatec, which allows employees to clock in and out. You would download a csv into Excel.

**Step 2** - You would then sort the data by employee name and date (oldest to newest), and paste that data into the template, Raw Payroll Data page.

**How to Sort Your Data**

Select the "Data" at top and then "Sort". In the sort box that appears, select "My data has headers". Sort by "employee name". Then select "Add Level" to also sort by "date". You would sort the date by "oldest to newest".

employee name	employee ID	job	transaction type	date	time
example 1			clock in	2/4/2019	9:30 AM
example 1			clock out	2/4/2019	5:00 PM
example 1			clock in	2/5/2019	9:30 AM
example 1			clock out	2/5/2019	5:00 PM
example 1			clock in	2/6/2019	9:30 AM
example 1			clock out	2/6/2019	5:00 PM
example 1			clock in	2/8/2019	9:30 AM
example 1			clock out	2/8/2019	5:00 PM
example 2			clock in	2/8/2019	9:30 AM
example 2			clock out	2/8/2019	5:00 PM
example 2			clock in	2/9/2019	9:30 AM
example 2			clock out	2/9/2019	5:00 PM
example 1			clock in	2/9/2019	9:30 AM
example 1			clock out	2/9/2019	5:00 PM
example 1			clock in	2/10/2019	9:30 AM
example 1			clock out	2/10/2019	5:00 PM

For each day, for each employee, please ensure there is a "clock in" time on the first row and "clock out" time on the second row.

**Paste into the "Raw Payroll Data" Tab**

You would then paste the data into the "Raw Payroll Data" tab of the template. Be sure that you copy the data, but not the column headers, and not the blank cells to the right of your data.

## DIRECTIONS FOR EMPLOYEE ATTENDANCE REPORT

After you paste your data, the green columns (H and I), "Hours Worked" will automatically populate. Column "H" will show "Hours Worked" as hours and minutes (e.g., 7:30). Column "I" will show "Hours Worked" as a decimal (e.g., 7.5).

employee name	employee ID	job	transaction type	date	time	Hours Worked - Hours & Minutes	Hours Worked - as a Decimal
example 1			clock in	2/4/2019	9:30 AM	0:00	0.00
example 1			clock out	2/4/2019	5:00 PM	7:30	7.50
example 1			clock in	2/5/2019	9:30 AM	0:00	0.00
example 1			clock out	2/5/2019	5:00 PM	7:30	7.50
example 1			clock in	2/6/2019	9:30 AM	0:00	0.00
example 1			clock out	2/6/2019	5:00 PM	7:30	7.50
example 1			clock in	2/8/2019	9:30 AM	0:00	0.00
example 1			clock out	2/8/2019	5:00 PM	7:30	7.50
example 2			clock in	2/8/2019	9:30 AM	0:00	0.00
example 2			clock out	2/8/2019	5:00 PM	7:30	7.50
example 2			clock in	2/9/2019	9:30 AM	0:00	0.00
example 2			clock out	2/9/2019	5:00 PM	7:30	7.50
example 1			clock in	2/9/2019	9:30 AM	0:00	0.00
example 1			clock out	2/9/2019	5:00 PM	7:30	7.50
example 1			clock in	2/10/2019	9:30 AM	0:00	0.00
example 1			clock out	2/10/2019	5:00 PM	7:30	7.50

### Step 3 - Tab for Each Employee

In each employee page, you'll enter the following:

- Enter the Employee Name at the top of each employee page. The name you enter for each employee needs to match exactly how the name appears in the csv file.
- Enter the "Pay Period Start" date. The "Pay Period Start" date helps track overtime (any time over 40 hours).
- Holiday and sick time pay can be manually entered in.

The template will then populate total hours worked for the pay period, total hours overtime, hours worked each week, overtime for each week, and total hours (reported as minutes and as a decimal) for 5 weeks.

Employee Name	Example 1			
Pay Period Start	2/4/2019			
Total Hours Worked for the Pay Period	45.00			
Total Hours Overtime	5.00			
Holiday Pay (Manually Entered)				
Sick Time Used (Manually Entered)				
<b>Hours Worked Each Week</b>	<b>Overtime:</b>			
Week 1	45.00	5.00		
Week 2	0.00	0.00		
Week 3	0.00	0.00		
Week 4	0.00	0.00		
Week 5	0.00	0.00		
<b>Day</b>	<b>Date</b>	<b>Week #</b>	<b>Total Hours/Minutes</b>	<b>Total Hours as a Decimal</b>
Monday	2/4/2019	Week 1	7:30	7.50
Tuesday	2/5/2019	Week 1	7:30	7.50
Wednesday	2/6/2019	Week 1	7:30	7.50
Thursday	2/7/2019	Week 1	0:00	0.00
Friday	2/8/2019	Week 1	7:30	7.50
Saturday	2/9/2019	Week 1	7:30	7.50
Sunday	2/10/2019	Week 1	7:30	7.50
Monday	2/11/2019	Week 2	0:00	0.00
Tuesday	2/12/2019	Week 2	0:00	0.00

To use the again for the next month, you may want to save a blank version of the template that you can come back to. Just do a File – Save As and add the month or – blank to the end.

**For videos to learn even more about navigating Excel worksheets quickly:**

<https://timesavingtemplates.com/get-started-excel>

Thank you so much!

Please contact me if you have any questions or to request modifications:

[info@timesavingtemplates.com](mailto:info@timesavingtemplates.com)