



# Sample – Attendance Tracker

## What is an attendance tracker?

*An attendance tracker is a tool to keep track of employee attendance and absenteeism. It is used to record the employee who is working, their arrival and leaving time, their job title and location. Whenever the worker enters the site, they should fill in the record and sign it. If they are unable to complete the form, assistance should be given. However, they must be the ones signing their attendance.*

## Key message:

*Any support given in completing the form should be with the worker's approval.*

## Attendance Tracker

Name	Date	Time in	Time out	Job & Location	Signature

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