

Click to prove
you're human



The attendance sheet records our attendance records such as our usual commuting, being late, leaving early, absenteeism, and asking for leave, and is also the proof of our salary. Today, the author will share with you guys how to use Excel to make a powerful attendance table, which can not only record attendance, but also automatically count attendance. Ok, lets get started. Step 1: We first enter the year and month of attendance in cell A1, and then add basic information such as name, week, and date. Enter the formula in cell C3: =A1. Enter the formula in cell D3: =C3+1. After the input is complete, select cell D3 and fill to the AG cell to the right. Enter the formula =C3 in C2 and Fill right Place your cursor at C3 and press shortcut [Ctrl +Shift +] to quickly select all the right cells and right-click to choose Format Cells. Enter d in the type box and click on Ok. Do the same to the second row. Remember to enter aaa in the type box. Now, lets beauty our table, like fill color, add a border or adjust the size of the text. At this time, the attendance table can automatically update the date, but the extra days cannot be automatically hidden when the number of days in a small month. As shown in the figure below: Lets selected the last three cells of line week and date, and go to Conditional Formatting in the toolbar and choose New Formatting Rule. Select the last choice and enter this text: =MONTH(AE2)>MONTH(AB2) in box of Edit the Rule Description, and click on the Format Cells button. Select the Custom in the category and enter ;; in the type. After setting, lets change the month again. If the number of months and days is less, the content of the following cells will be automatically hidden. Step 5: Combine cells at the back to add attendance information: Attendance: Late: Leave early: Sick leave: personal: Absenteeism: Lets use some special symbols to represent these. Select the date cells and go to data in the toolbar and choose Data Validation. Choose List and select Source. If you want to count the monthly attendance or lateness statistics, you can use the COUNTIF function. Step 7: Enter these formulas in each cell. Attendance: =COUNTIF(C4:AG4,)+A14+A14 Late: =COUNTIF(C4:AG4,) Leave Early: =COUNTIF(C4:AG4,) Sick Leave: =COUNTIF(C4:AG4,) Personal Leave: =COUNTIF(C4:AG4,) Absenteeism: =COUNTIF(C4:AG4,) Now, you have a perfect attendance sheet. Elements of an Attendance TrackerTo make an attendance tracker in Excel, you will need the following:MonthHolidaysTypes of Activity: P= Present, PL= Planned Leave, A= AbsentDays of Month, Start & End date of MonthParticipant Name & IdTotal Present, Planned Leave, Absence & WorkdaysPercentage of Presence & AbsenceYou can add or remove any columns as you need. We will make a template with the mentioned elements. Step 1 Making an Information Worksheet in Excelln this worksheet, add the lists of Months, Holidays, and the Type of activities that will be used to track attendance (present/absent or reason). You can also add the employee names and IDs to link to the main worksheet. NOTES: We havent listed all the holiday cells and go to the Defined Name option.Type Holiday as the name and press OK.Select the Type cells and go to the Defined Name option.Put Type as the name and press OK. Step 3 Making a Template Structure to Track AttendanceMake columns and cells with the necessary things listed before. Insert the data of employee or participant names and IDs. Step 4 Inserting Formula for Month, Start Date, and End DateSelect the month cell.Go to the Data tab and click on the Data Validation optionA window named Data Validation will appear.Select the List option in the Allow menu.Type =Month in the Source option and press OK.If you go to the month cell in the worksheet, you will see a drop-down.Click on it and select a month.Use this formula in the Start Date cell. Formula Explanation: DATEVALUE functiontransforms a date that is in Text format into a valid Excel dateHere, the M1 cell is the month cell giving value January1& January denotes a date 1st JanuaryInsert this formula in the End Date cell to get the last date of the month. Step 5 Entering the DatesEnter the first date of the month. Use formula to link the cell with the Start Date cell:Make a column for the remaining dates.In the second cell, use this formula to get the next date. Formula Explanation:C6