



Daily worker tracker

Attendance for every worker, every day of the month, on one landscape page: who came, who did overtime, what is due, what was paid. The Excel twin totals every month and the year.

How to use it

1. Print one Monthly attendance sheet per month. Fill the month, the site and the crew once; keep the same order every month.
2. Each day, one mark per worker: P present, H half day, A absent, L leave, or the number of overtime hours (2 means present plus 2 hours).
3. Month end: Days = every P and every number counts 1, every H counts 0.5; OT hours = the numbers added up; Wages due = Days x daily wage + OT hours x hourly rate (daily wage / hours in a day, times your agreed multiplier).
4. Payments and advances: every rupee handed over, with date and worker, on the Payments sheet. Balance = wages due - paid.
5. Keep the sheets in the site file. Workers see their own line; disputes end at the sheet.

What is inside

1. Monthly attendance sheet, 31 days, 17 workers per page (landscape)
2. Payments and advances sheet
3. A year summary sheet: days and wages per worker per month

Free, and more. This PDF and its Excel twin are free. Sign up at nirmandost.in with your phone number and a one-time code for the rest of the set, the BOQ calculator and the Site Planner.

Made by NirmanDost, Ahmedabad. A working tool, not professional advice: your engineer, your accountant and your contract decide.



Site _____ Month and year _____ Hours in a day _____ OT rate _____

P present H half day A absent L leave a number = present plus that many overtime hours. Shade Sundays yourself: the sheet does not know the month.

#	Name	Trade	Wage/day	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	OT h	Due (Rs)	Paid (Rs)	Balance
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Prepared by

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