



Heyshift | Healthcare Attendance Sheet Template

Shift scheduling built for USA teams.

Pay Period: _____ Facility / Campus: _____ Attendance Manager: _____ Review Date: _____

<https://heyshift.io/templates/healthcare-attendance-sheet-template>

Employee	Role	Date	Scheduled	In	Out	Status	Late	OT	Notes
Amira Patel	RN	Mon 07/07	7:00 AM - 7:00 PM	6:58 AM	7:02 PM	Present	0	0	Charge nurse · J. Walsh
Riley Kim	CNA	Mon 07/07	7:00 AM - 3:00 PM	7:14 AM	3:05 PM	Late	14	0	Traffic delay documented · M. S...
Jordan Rivera	LPN	Tue 07/08	7:00 PM - 7:00 AM			Absent	0	0	Call-off approved PTO · S. Patel
Elena Vasquez	Lab Tech	Wed 07/09	6:00 AM - 2:00 PM	5:55 AM	3:10 PM	Overtime	0	1.2	Specimen backlog · M. Okonkwo
Priya Nair	Medical Assistant	Thu 07/10	8:00 AM - 4:00 PM	8:02 AM	2:45 PM	Early Departure	0	0	Left after last patient · L. Ch...
James Liu	Rad Tech	Fri 07/11	3:00 PM - 11:00 ...	3:00 PM	11:08 PM	Present	0	0.1	Evening imaging coverage · M. O...
Maria Lopez	CNA	Sat 07/12	7:00 AM - 3:00 PM			No Call No Show	0	0	Supervisor notified 7:30 AM · D...
Sam Ortiz	Receptionist	Sun 07/13	Off			PTO	0	0	Approved leave · L. Chen