

STEP-BY-STEP GUIDE

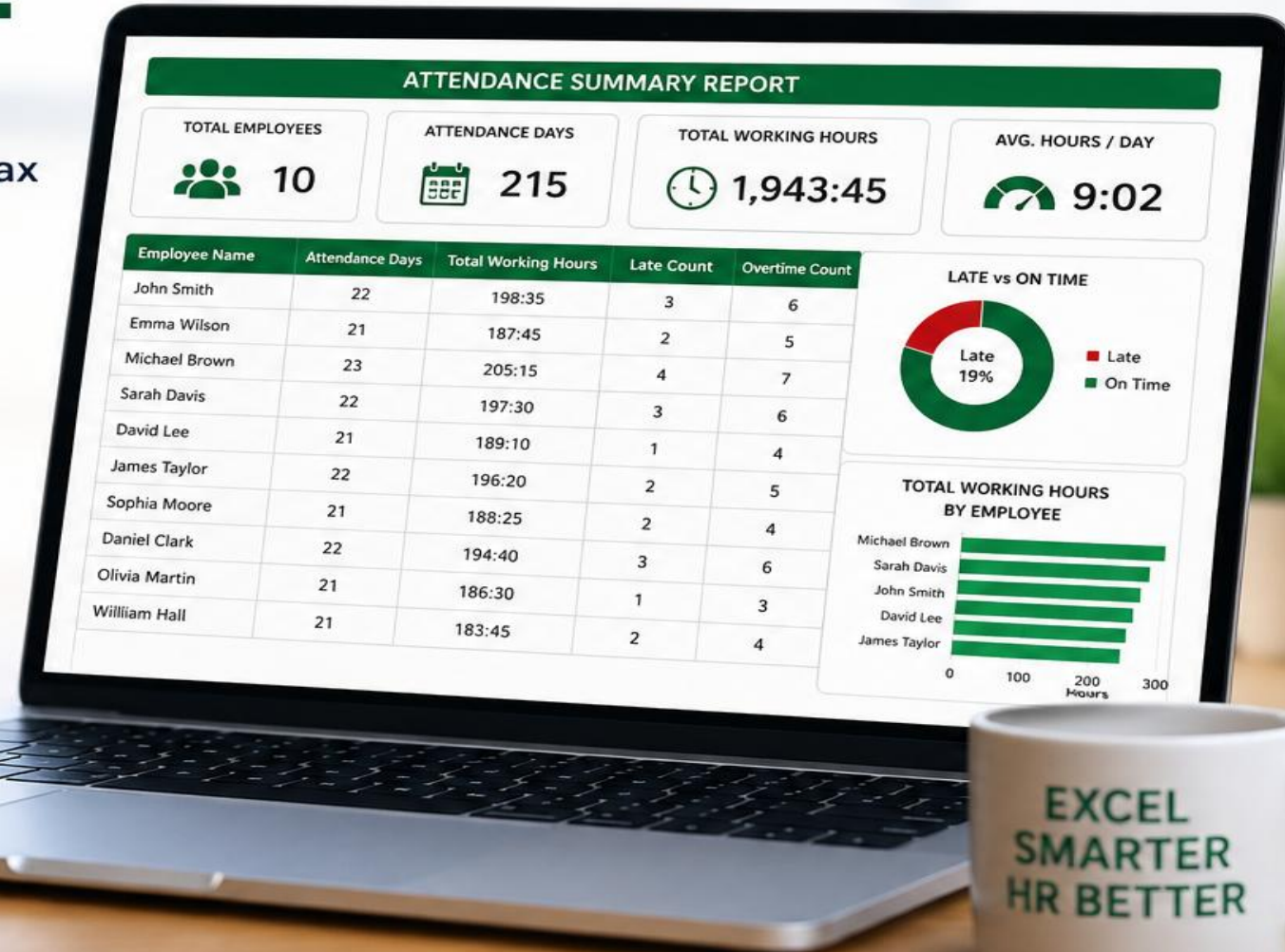
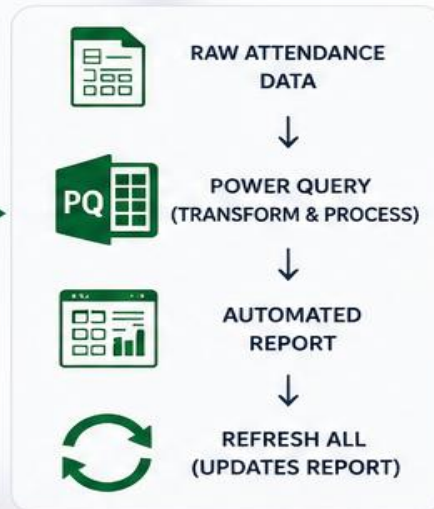
# AUTOMATED EMPLOYEE ATTENDANCE REPORT IN EXCEL



## USING POWER QUERY

No Formulas • No Manual Work • Just Refresh & Relax

- Calculate Working Hours Automatically
- Detect Late Arrivals (After 9:00 AM)
- Identify Overtime (More than 9 Hours)
- Create Employee Summary Report
- Update Everything with One Click



SAVE HOURS EVERY MONTH  
WORK SMARTER, NOT HARDER



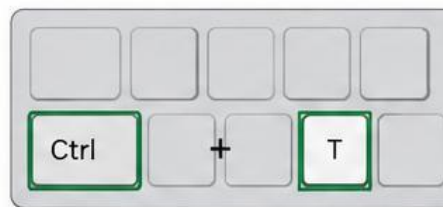
# STEP 1: CONVERT ATTENDANCE DATA INTO A TABLE

Converting your data into a table helps Power Query automatically detect new rows when you add more data.

## 1 Select your attendance dataset.

	A	B	C	D
1	Employee Name	Date	In Time	Out Time
2	John Smith	01-Jan-2026	08:50	18:10
3	Emma Wilson	02-Jan-2026	08:40	17:15
4	Michael Brown	03-Jan-2026	09:15	18:30
5	Sarah Davis	04-Jan-2026	08:55	18:00
6	David Lee	05-Jan-2026	08:15	18:10
7	James Taylor	06-Jan-2026	08:00	17:10
8	Sophia Moore	07-Jan-2026	08:40	18:30
9	Daniel Clark	08-Jan-2026	08:00	18:15
10	Olivia Martin	09-Jan-2026	08:15	18:10
11	William Hall	10-Jan-2026	08:35	18:10

## 2 Press Ctrl + T.



Shortcut: **Ctrl + T**

(Creates a Table)

## 3 Enable "My table has headers."

Create Table ? X

Where is the data for your table?

=A\$1:\$D\$11 ↑

My table has headers

OK Cancel

## 4 Click OK.



Create Table ? X

Where is the data for your table?

=A\$1:\$D\$11 ↑

My table has headers

OK Cancel

## 5 Excel will convert your raw data into a dynamic table.

	A	B	C	D
1	Employee Name	Date	In Time	Out Time
2	John Smith	01-Jan-2026	08:50	18:10
3	Emma Wilson	02-Jan-2026	08:40	17:15
4	Michael Brown	03-Jan-2026	09:15	18:30
5	Sarah Davis	04-Jan-2026	08:55	18:00
6	David Lee	05-Jan-2026	08:15	18:10
7	James Taylor	06-Jan-2026	08:00	17:10
8	Sophia Moore	07-Jan-2026	08:40	18:30
9	Daniel Clark	08-Jan-2026	08:00	18:15
10	Olivia Martin	09-Jan-2026	08:15	18:10
11	William Hall	10-Jan-2026	08:35	18:10

## WHY THIS IS IMPORTANT?



Power Query automatically detects new rows added to a table.



Just add new data below, refresh, and your report updates instantly!



**TIP:** Whenever new attendance data arrives, just paste it below the table. Expand the table (if needed) and click Refresh in Power Query.

# STEP 2: LOAD DATA INTO POWER QUERY

Now that your data is in a table, let's load it into Power Query to transform and automate.

## 1 Select any cell inside the table.

Click anywhere in the table.

(The entire table will be selected automatically.)

	A	B	C	D
1	Employee Name	Date	In Time	Out Time
2	John Smith	01-Jan-2026	08:50	18:10
3	Emma Wilson	02-Jan-2026	08:40	17:15
4	Michael Brown	03-Jan-2026	09:15	18:30
5	Sarah Davis	04-Jan-2026	08:55	18:00
6	David Lee	05-Jan-2026	08:15	18:10
7	James Taylor	06-Jan-2026	08:00	17:10
8	Sophia Moore	07-Jan-2026	08:40	18:30
9	Daniel Clark	08-Jan-2026	08:00	18:15
10	Olivia Martin	09-Jan-2026	08:15	18:10
11	William Hall	10-Jan-2026	08:35	18:10

## 2 Navigate to Data → From Table/Range.

Go to the Data tab on the Excel ribbon.

Click From Table/Range in the Get & Transform Data group.

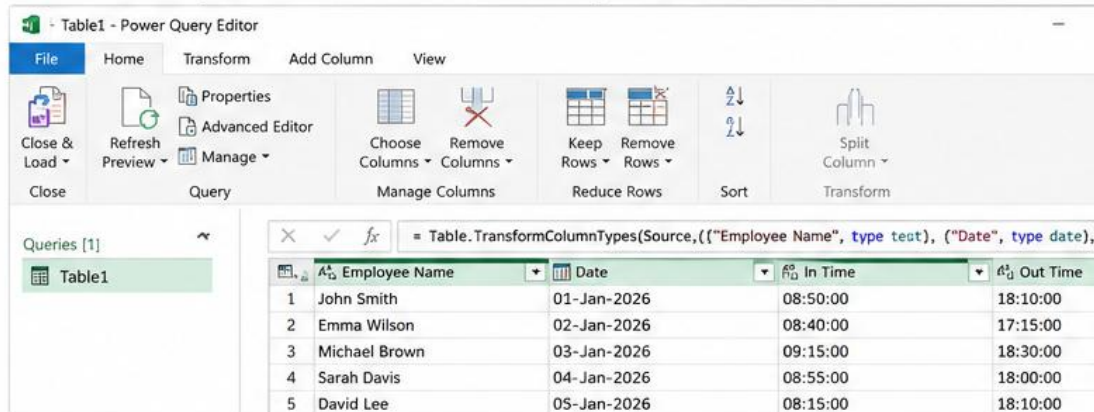


Shortcut: **Alt + A, T**  
(Opens From Table/Range)

## 3 Power Query Editor will open.

Your table is now loaded into Power Query Editor.

This is where you will clean, transform, and automate your data.



## 4 This is where all automation will be created.



Calculate Working Hours



Detect Late Arrivals



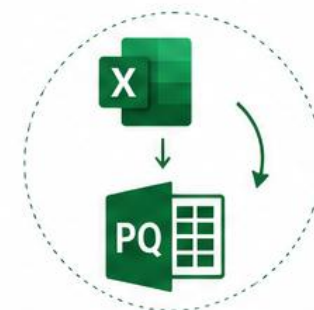
Identify Overtime



Create Summary Reports



Refresh and update with one click



AUTOMATE • REFRESH • RELAX



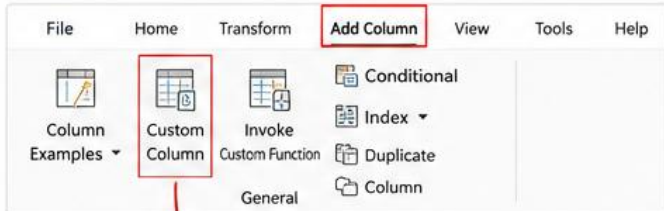
**Key Takeaway:** Power Query is the heart of automation in Excel. Once your data is inside Power Query Editor, the magic begins!

# STEP 3: CREATE WORKING HOURS AUTOMATICALLY

We will create a new column "Working Hours" that calculates the difference between Out Time and In Time.

## 1 Click Add Column.

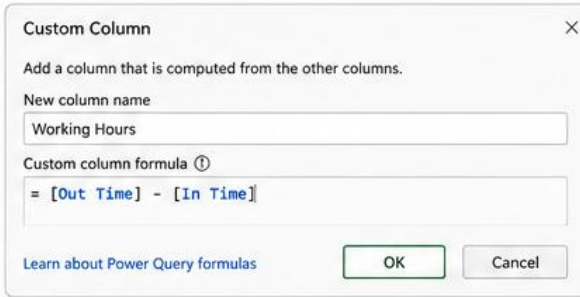
Go to the **Add Column** tab in Power Query Editor.



Click **Custom Column**.

## 2 Select Custom Column.

Choose **Custom Column** to create a new calculated column.



Name it: **Working Hours**

## 3 Enter the formula.

Use this formula to calculate total working hours.

**Formula:**

= [Out Time] - [In Time]



This subtracts In Time from Out Time to get the total hours worked.

## 4 Set the data type.

Click the data type icon of the new column and select **Duration**.

Employee Name	Date	In Time	Out Time	Working Hours
John Smith	01-Jan-2026	08:50:00	18:10:00	
Emma Wilson	02-Jan-2026	08:40:00	17:15:00	
Michael Brown	03-Jan-2026	09:15:00	18:30:00	
Sarah Davis	04-Jan-2026	08:55:00	18:00:00	
David Lee	05-Jan-2026	08:15:00	18:10:00	

Dropdown menu for Working Hours: Decimal Number, Fixed decimal number, Whole Number, Percentage, Date/Time, Date, Time, Date/Time/Timezone, **Duration**



Duration format shows hours:minutes:seconds.

## 5 Preview the result.

Power Query instantly calculates Working Hours for every employee.

Employee Name	Date	In Time	Out Time	Working Hours
John Smith	01-Jan-2026	08:50:00	18:10:00	09:20:00
Emma Wilson	02-Jan-2026	08:40:00	17:15:00	08:35:00
Michael Brown	03-Jan-2026	09:15:00	18:30:00	09:15:00
Sarah Davis	04-Jan-2026	08:55:00	18:00:00	09:05:00
David Lee	05-Jan-2026	08:15:00	18:10:00	09:55:00



Total hours worked are calculated automatically for every record.

## 6 Benefits



Automatically calculates total working hours.



Eliminates manual formulas and errors.



Updates instantly when new data is added.



Saves hours of repetitive work for HR teams.



**Key Takeaway:** Power Query does the calculation for you.

**No formulas. No manual work. Just accurate results in seconds!**

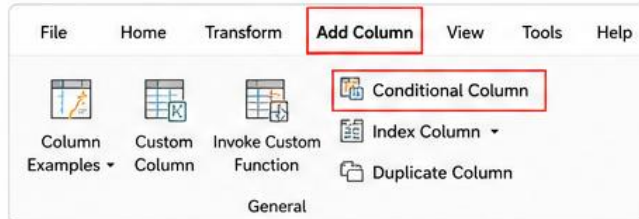


# STEP 4: DETECT LATE ARRIVALS

We will create a new column "Status" to identify employees arriving after 9:00 AM as **Late**, otherwise **On Time**.

## 1 Go to Add Column.

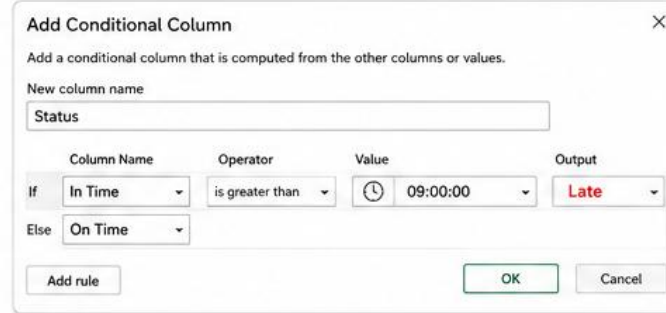
In Power Query Editor, click on Add Column tab.



Click **Conditional Column**.

## 2 Select Conditional Column.

Choose Conditional Column to set the rule.



Name the new column: **Status**

## 3 Set the rule.

Create the condition:

If [In Time] is greater than 09:00:00 → **Late**  
Else → **On Time**

Time used: 09:00:00 (9:00 AM)  
You can change this time as per your company policy.

## 4 Preview the new Status column.

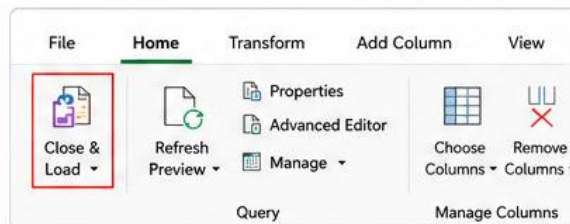
Power Query shows a live preview of the new column.

Employee Name	Date	In Time	Out Time	Working Hours	Status
John Smith	01-Jan-2026	08:50:00	18:10:00	09:20:00	On Time
Emma Wilson	02-Jan-2026	08:40:00	17:15:00	08:35:00	On Time
Michael Brown	03-Jan-2026	09:15:00	18:30:00	09:15:00	Late
Sarah Davis	04-Jan-2026	08:55:00	18:00:00	09:05:00	On Time
David Lee	05-Jan-2026	08:15:00	18:10:00	09:55:00	On Time

Employees arriving after 09:00 AM are marked as **Late**. Others are marked as **On Time**.

## 5 Close & Load.

Click Close & Load to send the data back to Excel.



Now your table has a new column "Status" with **Late** / **On Time**.

## 6 Benefits

- Automatically detects late arrivals based on the defined time.
- No manual checking required.
- Ensures consistency and reduces human errors.
- Helps HR monitor punctuality effortlessly.



### Key Takeaway:

With Power Query, you can automatically identify late arrivals with just a simple rule. Save time, stay accurate, and make smarter HR decisions.



In Time > 09:00 AM



Late



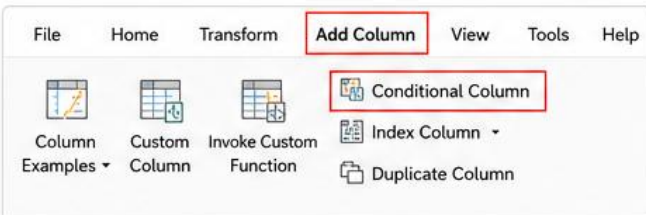
On Time

# STEP 5: TRACK OVERTIME AUTOMATICALLY

We will create a new column "Overtime" to identify employees who work more than 9 hours.

## 1 Create another Conditional Column.

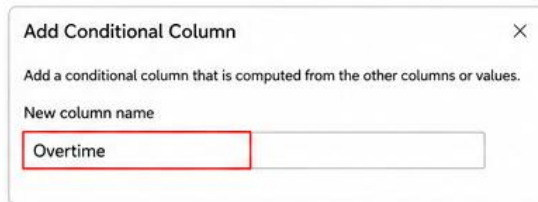
In Power Query Editor, go to **Add Column > Conditional Column**.



Click **Conditional Column**.

## 2 Set the column name.

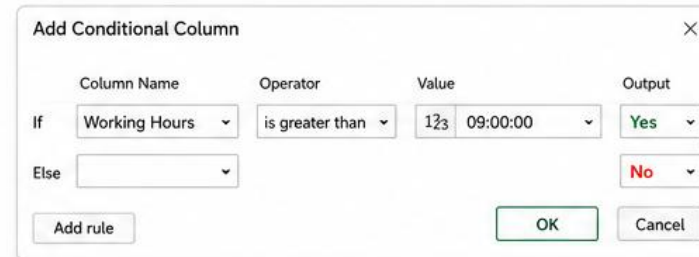
Name the new column as: "Overtime".



Column Name: **Overtime**

## 3 Set the rule.

Create the condition to check if Working Hours exceed 9 hours.



Time used: 09:00:00 (9 hours)

You can adjust this based on your company's standard working hours.

## 4 Preview the new Overtime column.

Power Query shows a live preview of the results.

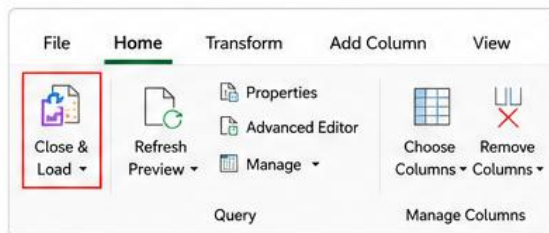
Employee Name	Date	In Time	Out Time	Working Hours	Overtime
John Smith	01-Jan-2026	08:50:00	18:10:00	09:20:00	Yes
Emma Wilson	02-Jan-2026	08:40:00	17:15:00	08:35:00	No
Michael Brown	03-Jan-2026	09:15:00	18:30:00	09:15:00	Yes
Sarah Davis	04-Jan-2026	08:55:00	18:00:00	09:05:00	Yes
David Lee	05-Jan-2026	08:15:00	18:10:00	09:55:00	Yes



Employees working more than 9 hours are marked as **Yes**. Others are marked as **No**.

## 5 Close & Load.

Click **Close & Load** to send the data back to Excel.



Now your table has a new column "Overtime" with **Yes / No**.

## 6 Benefits



Automatically identifies employees who worked overtime.



No manual review or calculations needed.



Ensures accuracy and consistency.



Helps HR manage overtime and plan resources better.



**Key Takeaway:** Power Query automatically tracks overtime based on your defined rule. Save time, reduce errors, and make smarter HR decisions.



Working Hours > 09:00:00



Yes



No

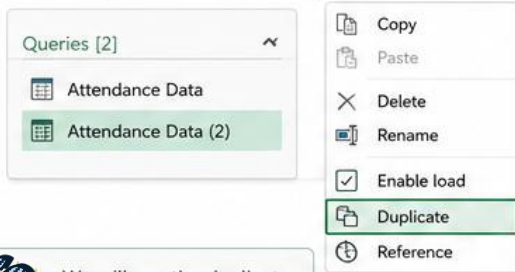
Excel Tricks

# STEP 6: CREATE A SUMMARY REPORT

Now comes the most powerful feature. We will duplicate the query and use Group By to create a summary report.

## 1 Duplicate your query.

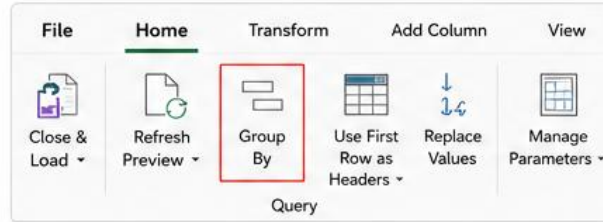
Right-click your existing query in the Queries pane and choose Duplicate.



We will use the duplicate query for summarization.

## 2 Click Group By.

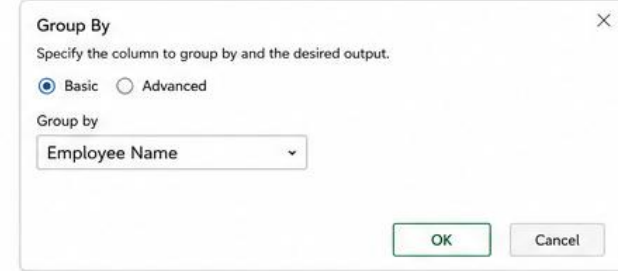
Go to Home tab > Group By.



Group By helps summarize your data based on a selected column.

## 3 Group by: Employee Name.

Select "Employee Name" in the Group by field.

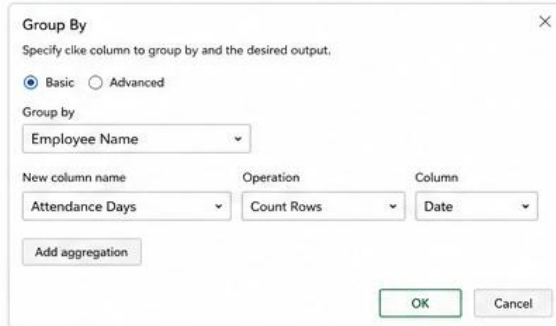


This will create one row for each employee.

## 4 Create metric: Attendance Days.

Click "Add aggregation" and set:

- New column name: **Attendance Days**
- Operation: **Count Rows**
- Column: **Date**

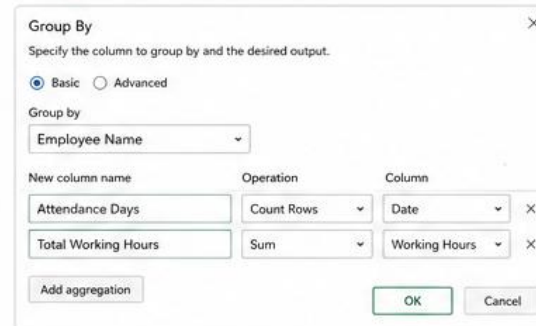


Counts the number of attendance records for each employee.

## 5 Create metric: Total Working Hours.

Click "Add aggregation" again and set:

- New column name: **Total Working Hours**
- Operation: **Sum**
- Column: **Working Hours**



Calculates the total working hours for the month.

## 6 Preview the summary report.

Click OK. Power Query will generate the summary table.

Employee Name	Attendance Days	Total Working Hours
John Smith	22	198:35:00
Emma Wilson	21	187:45:00
Michael Brown	23	205:15:00
Sarah Davis	20	181:20:00
David Lee	22	197:10:00
James Taylor	21	189:40:00
Sophia Moore	22	196:25:00
Daniel Clark	20	177:30:00
Olivia Martin	21	188:05:00
William Hall	22	198:00:00



Your summary report is ready!



Attendance Days (Count of records)



Total Working Hours (Sum of hours)



Perfect for HR reports and payroll!



**Key Takeaway:** With Group By in Power Query, you can turn detailed attendance data into a clean, professional summary report in just a few clicks.



Raw Attendance Data



Power Query (Group By)



Summary Report (Ready to Use)

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## Excel Tricks