

SOP: Manual and Digital Attendance Recording Protocols

This SOP details **manual and digital attendance recording protocols**, encompassing the proper procedures for accurately capturing employee attendance data, guidelines for using attendance software and biometric devices, ensuring data integrity and confidentiality, managing exceptions such as absences and tardiness, and maintaining compliance with organizational policies and legal requirements. The purpose is to streamline attendance tracking, enhance accountability, and support payroll and human resource management processes effectively.

1. Purpose

To establish standardized procedures for recording employee attendance using both manual and digital systems, safeguarding data accuracy, security, and compliance.

2. Scope

This SOP applies to all employees and managers responsible for tracking, recording, and managing attendance data.

3. Responsibilities

- **Employees:** Accurately record their attendance daily using assigned methods.
- **Supervisors/Managers:** Monitor attendance records, verify exceptions, and approve adjustments.
- **HR Department:** Maintain attendance records, process exceptions, and ensure compliance.

4. Protocols

4.1 Manual Attendance Recording

1. Employees must sign in/out on the designated attendance register or sheet each workday.
2. Registers must be maintained in a secure location and updated daily.
3. Supervisors must verify and sign off on attendance sheets at the end of each period (e.g., weekly, monthly).
4. Any corrections or adjustments must be initialed by both the employee and supervisor, with explanations provided.

4.2 Digital Attendance Recording

1. Employees must clock in/out using approved digital systems (e.g., attendance software, biometric scanners, or mobile apps).
2. Authentication (PIN, badge, fingerprint, etc.) is required to ensure identity verification.
3. Attendance data is automatically transmitted and stored in the secure HR database.
4. Regular backups and access monitoring must be implemented to protect digital records.

5. Data Integrity & Confidentiality

- Only authorized personnel may access or modify attendance records.
- Digital records must be encrypted and protected with appropriate access controls.
- Physical attendance registers must be kept secure when not in use.
- All attendance data is subject to privacy policies and relevant data protection laws.

6. Exception Management

- Absences, tardiness, and early departures must be reported and documented as per policy.
- Supervisors review and approve correction requests with supporting documentation (e.g., medical certificates).
- All exceptions and justifications must be recorded in the attendance system or manual register.

7. Compliance

- All attendance procedures must comply with organizational policies and relevant employment laws.
- Regular audits of attendance records shall be conducted to ensure accuracy and compliance.

8. Record Retention

- Attendance records (manual and digital) must be retained for the minimum period required by law or company policy (typically 3-7 years).

9. Review & Revision

- This SOP shall be reviewed annually or as needed to reflect organizational or legal changes.
- All revisions must be documented and communicated to relevant personnel.

10. Appendix

Term	Definition
Biometric Device	An electronic device that uses unique biological characteristics (e.g., fingerprint) for identification.
Exception	An occurrence outside normal attendance, such as absence or lateness.
Attendance Register	Manual or electronic log used to capture employee attendance records.