

SOP Template: Daily Attendance Recording Guidelines

This SOP provides comprehensive **daily attendance recording guidelines** to ensure accurate tracking of employee presence, timely reporting, and consistent documentation practices. It outlines procedures for daily sign-in and sign-out, handling of absences and tardiness, verification methods, and data management protocols to maintain reliable attendance records essential for payroll, compliance, and workforce management.

1. Purpose

To establish a standardized process for recording daily employee attendance, including sign-in/out procedures, absence and tardiness management, verification, and secure record-keeping.

2. Scope

This SOP applies to all employees, supervisors, and HR personnel involved in the attendance recording and verification process.

3. Responsibilities

- **Employees:** Accurately sign in and out each workday; promptly report absences or late arrivals.
- **Supervisors:** Monitor attendance, verify records, address discrepancies, and approve attendance summaries.
- **HR Personnel:** Maintain attendance records, ensure data integrity, and process information for payroll and compliance.

4. Procedures

1. **Daily Sign-In and Sign-Out**
 - Employees must sign in at the start and out at the end of their scheduled shift using the authorized system (e.g., biometric scanner, attendance sheets, or digital clock-in).
 - If the primary system is unavailable, employees must complete a manual log, reviewed and countersigned by their supervisor.
2. **Absence and Tardiness Management**
 - Employees must notify their supervisor of absences or expected tardiness before the scheduled start time, in accordance with company policy.
 - Supervisors document reported absences and tardiness, noting reasons and, if necessary, supporting documentation (e.g., medical certificate).
3. **Verification Methods**
 - Supervisors regularly review attendance logs for discrepancies or patterns of concern (e.g., frequent lateness).
 - Random spot-checks may be conducted to ensure the accuracy of attendance data.
4. **Data Management and Record Keeping**
 - Attendance records must be securely stored (physical or digital) for a minimum retention period as per regulatory requirements.
 - Only authorized HR personnel may access and modify attendance records.
 - Data is used for payroll processing, compliance auditing, and workforce analytics.

5. Documentation

Document	Format	Retention Period
Daily Attendance Sheet/Log	Physical/Digital	3 years
Absence Reports	Digital/Email	3 years
Verification Reports	Digital	3 years

6. Compliance

Ensure that all attendance recording processes comply with applicable labor laws, data protection regulations, and internal policies.

7. Review and Revision

This SOP will be reviewed annually and updated as necessary to reflect policy or regulatory changes.

8. Contacts

For questions regarding this SOP or attendance procedures, contact the Human Resources Department at hr@company.com.