

# SOP: Attendance Verification Methods

This SOP details **attendance verification methods** including biometric systems, manual recording, and digital solutions. It covers procedures for using fingerprint scanners, facial recognition, manual sign-in sheets, and digital time-tracking software to accurately capture employee attendance. The goal is to enhance workforce management, prevent time theft, and ensure reliable attendance records for payroll and compliance purposes.

## 1. Purpose

To outline standardized procedures for verifying employee attendance using biometric, manual, and digital methods.

## 2. Scope

This SOP applies to all employees, supervisors, and HR personnel responsible for managing attendance across all company locations.

## 3. Responsibilities

- **Employees:** Accurately record their attendance as per company policy.
- **Supervisors:** Monitor attendance compliance and report discrepancies.
- **HR Department:** Maintain attendance systems and records; ensure data integrity.

## 4. Definitions

- **Biometric Attendance:** Verification using unique physiological traits (e.g., fingerprints, facial features).
- **Manual Attendance:** Recording attendance on physical sign-in/out sheets.
- **Digital Attendance:** Use of electronic tools/software (non-biometric) to track attendance.

## 5. Procedures

Method	Procedure Steps	Precautions/Notes
Biometric (Fingerprint or Facial Recognition)	<ol style="list-style-type: none"><li>1. Employee approaches biometric device at designated entry/exit points.</li><li>2. Follows prompts to scan fingerprint or show face for recognition.</li><li>3. System confirms identity and logs timestamp automatically.</li><li>4. HR reviews biometric logs daily/weekly.</li></ol>	<ul style="list-style-type: none"><li>• Keep devices clean and operational.</li><li>• Ensure employee privacy is protected.</li><li>• Backup biometric data regularly.</li></ul>
Manual (Paper Sign-In/Out Sheet)	<ol style="list-style-type: none"><li>1. Employee writes name, ID, date, and exact time of entry/exit on the sheet.</li><li>2. Supervisor initials or verifies entries daily.</li><li>3. HR collects and files sheets weekly/monthly.</li></ol>	<ul style="list-style-type: none"><li>• Use ink to prevent alterations.</li><li>• Store sheets securely for confidentiality.</li><li>• Regularly audit manual records for accuracy.</li></ul>
Digital (Time-Tracking Software/App)	<ol style="list-style-type: none"><li>1. Employee logs in to the digital attendance platform at the beginning and end of shifts.</li><li>2. System automatically records date and time stamps.</li><li>3. Supervisors review attendance dashboards as needed.</li><li>4. HR exports digital records for payroll processing.</li></ol>	<ul style="list-style-type: none"><li>• Maintain software updates.</li><li>• Train employees on usage and access.</li><li>• Secure data with appropriate IT controls.</li></ul>

## 6. Exception Handling

- Report device/software malfunctions to IT or HR immediately.
- If unable to use biometric/digital systems, use manual sheets as a backup.
- Supervisors to notify HR of any suspicious or incomplete attendance records.

## 7. Records & Compliance

- All attendance records must be retained as per company/data protection policies (minimum 3 years unless specified otherwise).
- Ensure compliance with local labor laws and privacy regulations.

## 8. Review & Updates

This SOP will be reviewed annually or as needed upon the implementation of new attendance systems or regulatory updates.