

# SOP Template: Attendance Record Maintenance, Archival, and Reporting Requirements

## 1. Purpose

This SOP details the processes for **attendance record maintenance**, including accurate recording, systematic archival, and timely reporting. It ensures compliance with organizational policies and legal standards by outlining responsibilities for data entry, secure storage methods, retention periods, and procedures for generating comprehensive attendance reports for review and audit purposes.

## 2. Scope

This SOP applies to all employees, supervisors, and administrative staff involved in maintaining, archiving, and reporting attendance records within the organization.

## 3. Responsibilities

Role	Responsibility
Employees	Accurately record their daily attendance through designated systems.
Supervisors/Managers	Review and verify the accuracy of attendance records; escalate discrepancies as needed.
HR/Administration	Maintain, archive, and generate attendance reports in compliance with policies and legal requirements.
IT Department	Ensure secure storage and backup of electronic attendance data.

## 4. Procedure

### 4.1 Recording Attendance

- All staff must log attendance using the approved system (manual or electronic) at designated entry and exit points.
- Supervisors review submitted records for completeness and accuracy daily or weekly.
- All corrections must be documented and justified.

### 4.2 Archival of Records

- Attendance records should be stored in secure locations, either in locked physical filing cabinets or encrypted digital drives.
- Electronic backups must be performed weekly and stored securely offsite or in the cloud.
- Retention period for attendance records is **minimum 5 years** or as per applicable legal requirements.

### 4.3 Reporting Procedures

- Monthly, quarterly, and annual attendance reports are generated by HR/Administration through designated systems.
- Reports must be reviewed by department heads and submitted to senior management as scheduled.
- All attendance data provided for audits or reviews must be complete, accurate, and approved by HR.

## 5. Compliance & Review

- This SOP aligns with company policies and relevant data protection regulations (e.g., GDPR where applicable).
- Regular internal audits will ensure adherence to the SOP.
- The SOP is subject to annual review or as required by changes in laws or company policy.

## 6. Related Documents

- Attendance Policy

- Data Retention Policy
- IT Security Policy

## 7. Revision History

Date	Version	Description	Author
2024-06-15	1.0	Initial SOP Release	HR Dept.