

SOP Template: On-site Attendance Monitoring and Supervision Protocol

This SOP defines the **on-site attendance monitoring and supervision protocol**, including employee check-in and check-out procedures, real-time attendance tracking methods, roles and responsibilities of supervisors, use of attendance management systems, handling of attendance discrepancies, ensuring staff accountability, compliance with labor regulations, and reporting mechanisms. The goal is to maintain accurate attendance records, enhance workforce management, and ensure operational efficiency through effective supervision and monitoring practices.

1. Purpose

To establish standardized procedures for monitoring, recording, and supervising on-site employee attendance to maintain discipline, accountability, and regulatory compliance.

2. Scope

This SOP applies to all employees, supervisors, and HR personnel involved in attendance recording and management on-site.

3. Definitions

- **Check-in/Check-out:** Process by which employees record their arrival and departure times at the work site.
- **Attendance Management System (AMS):** Software/platform used to track employee attendance in real-time.
- **Discrepancy:** Any mismatch or irregularity in recorded attendance data.

4. Procedures

4.1 Employee Check-in and Check-out

1. All employees must personally check in upon arrival and check out upon departure using the designated method (e.g., biometric scanner, ID card, mobile app).
2. Late arrivals, early departures, and absences must be recorded with reasons provided.
3. Supervisors to verify check-in/out activities as needed.

4.2 Real-Time Attendance Tracking

1. Attendance Management System (AMS) must be operational at all entry/exit points.
2. Supervisors monitor real-time dashboard for attendance status throughout the day.
3. System generates alerts for absenteeism, tardiness, or unapproved departures.

4.3 Roles and Responsibilities

Role	Responsibility
Employees	Adhere to check-in/out protocols and report discrepancies.
Supervisors	Oversee attendance process, resolve issues, and ensure compliance.
HR	Maintain attendance records, generate reports, and enforce policies.

4.4 Use of Attendance Management Systems

- 1. AMS must be maintained, updated, and accessible to relevant personnel.
- 2. Regular back-up of attendance data to prevent loss or tampering.
- 3. Restricted access to ensure data privacy and security.

4.5 Handling Attendance Discrepancies

- 1. Supervisors review and investigate discrepancies reported by staff or detected by AMS.
- 2. All discrepancies must be documented and resolved within 24 hours.
- 3. Any unresolved or repeated issues to be escalated to HR for further action.

4.6 Staff Accountability and Compliance

- 1. Regular audits conducted by HR to ensure attendance data accuracy.
- 2. Disciplinary procedures implemented for non-compliance in accordance with company policy and labor regulations.

4.7 Reporting Mechanisms

- 1. Supervisors submit weekly attendance summaries to HR.
- 2. Monthly attendance reports reviewed by management.
- 3. Attendance data used for payroll, performance reviews, and compliance reporting.

5. References

- Company Attendance Policy
- Labor Laws and Regulations
- Attendance Management System User Guide

6. Revision History

Version	Date	Description	Author
1.0	2024-06-15	Initial SOP template	Admin