# Standard Operating Procedure (SOP) Attendance Tracking and Sign-in/out Protocols

## 1. Purpose

This SOP details the **attendance tracking and sign-in/out protocols** essential for maintaining accurate records of employee presence. It covers procedures for daily sign-in and sign-out, methods for handling late arrivals and early departures, use of electronic and manual tracking systems, verification processes, and reporting requirements. The objective is to ensure reliable attendance data, improve workforce management, and support payroll accuracy.

## 2. Scope

This SOP applies to all employees and supervisors responsible for recording, monitoring, and reporting attendance using approved tracking systems.

## 3. Definitions

- **Attendance Tracking System:** The tool (manual logbook or electronic system) used to record employee attendance.
- **Sign-in/Sign-out:** The process by which employees indicate their arrival and departure times.
- **Late Arrival:** An occurrence when an employee signs in after scheduled start time.
- **Early Departure:** An occurrence when an employee signs out before scheduled end time.

## 4. Responsibilities

| Role | Responsibility |
|---|---|
| Employees | Sign in upon arrival and sign out upon departure using the designated system; report anomalies or issues promptly. |
| Supervisors/Managers | Monitor attendance records, verify exceptions, and ensure SOP compliance. |
| HR Department | Maintain attendance systems and records; generate reports; address discrepancies. |

## 5. Procedure

1. **Daily Sign-in/Sign-out**
   - Employees must sign in upon arrival and sign out at the end of their work period.
   - If using an electronic system, use assigned credentials or identification methods (badge, fingerprint, etc.).
   - If using a manual logbook, print name, time, and sign for both in and out.
2. **Late Arrivals**
   - Employees arriving after start time must indicate reason for lateness in the remarks column or in the electronic comment box.
   - Supervisors review and confirm the legitimacy of late arrivals at day's end.
3. **Early Departures**
   - Employees leaving before scheduled time must notify their supervisor and indicate the reason in the attendance system.
   - Supervisor must approve, and record is updated accordingly.
4. **System Use and Maintenance**
   - All attendance devices and records must be kept operational and up to date by HR/IT.
   - Report device/system malfunctions to HR or IT immediately.
5. **Verification**
   - Supervisors validate attendance records daily, confirming all exceptions.
   - HR audits and reconciles attendance data weekly.
6. **Reporting**
   - Attendance reports compiled and submitted to Payroll as scheduled (usually weekly or monthly).
   - Discrepancies are investigated and corrected prior to report finalization.

## 6. Documentation and Records

- Electronic and manual attendance logs are retained for a minimum of three years or as per company policy.
- Authorized personnel only may access attendance records.

# 7. Compliance

- Failure to comply with attendance protocols may result in disciplinary action as per company policy.
- Regular audits will be performed to ensure compliance with this SOP.

# 8. Revision History

| Date | Version | Description | Author |
| --- | --- | --- | --- |
| 2024-06-21 | 1.0 | Initial draft | HR Manager |