

# SOP Template: Attendance Tracking and Timekeeping Procedures

This SOP details the **attendance tracking and timekeeping procedures**, encompassing employee clock-in and clock-out processes, accurate recording of work hours, management of absences and tardiness, verification and approval of timesheets, and integration with payroll systems. The objective is to maintain precise and reliable attendance records to support workforce management, ensure compliance with labor regulations, and facilitate accurate compensation.

## 1. Purpose

To standardize the procedures for tracking employee attendance and timekeeping, ensuring accuracy in work hour records, compliance with labor regulations, and integration with payroll practices.

## 2. Scope

This SOP applies to all employees and supervisors involved in attendance tracking and timekeeping activities across the organization.

## 3. Responsibilities

- **Employees:** Accurately clock in and out, report absences and tardiness, and review timesheets for errors.
- **Supervisors/Managers:** Monitor attendance, approve timesheets, address discrepancies, and report issues to HR.
- **HR/Payroll:** Maintain and archive attendance records, ensure payroll integration, and support compliance with regulations.

## 4. Procedure

1. **Clock-in/Clock-out Process:**
  - Employees must clock in at the start and clock out at the end of each scheduled shift using the designated system (e.g., time clock, biometric scanner, web/mobile app).
2. **Recording Work Hours:**
  - Work hours are automatically recorded by the system. Manual entries or corrections require supervisor approval.
3. **Absence and Tardiness Management:**
  - Employees must notify their supervisor as soon as possible regarding absences or late arrivals, following the company notification policy.
  - Supervisors must document absences and reasons, updating records accordingly.
4. **Timesheet Verification and Approval:**
  - Employees review submitted timesheets weekly for accuracy.
  - Supervisors review and approve timesheets by the scheduled deadline.
  - Discrepancies are resolved before approval and final submission to payroll.
5. **Payroll Integration:**
  - Approved timesheets are transmitted to payroll for wage calculation and processing.

## 5. Compliance and Record Keeping

- Attendance records must be retained in accordance with legal and regulatory requirements (typically 3-7 years).
- Regular audits are conducted to ensure accuracy, compliance, and process integrity.

## 6. References

- Company Employee Handbook
- Labor and Wage Regulations
- Timekeeping System User Guide

## 7. Revision History

Date	Version	Description	Approved By
2024-06-19	1.0	Initial SOP release	HR Director