

Standard Operating Procedure (SOP): Daily Sign-In and Sign-Out Protocols

Purpose

This SOP details the **daily sign-in and sign-out protocols**, establishing standardized procedures for employees to accurately record their arrival and departure times. It ensures compliance with attendance policies, enhances workplace accountability, and supports accurate recordkeeping for payroll and security.

Scope

This procedure applies to all employees, contractors, and temporary staff required to record attendance at [Company/Organization Name].

Responsibilities

- **Employees:** Accurately sign in and sign out each working day.
- **Supervisors/Managers:** Monitor compliance, review exceptions, and address attendance irregularities.
- **HR/Payroll:** Maintain attendance records for payroll processing and audits.

Procedures

1. **Arrival (Sign-In):**
 - Report to the designated sign-in area upon arrival.
 - Use the authorized system:
 - **Electronic:** Scan ID badge, fingerprint, or log into attendance terminal.
 - **Manual:** Enter full name, employee ID, and sign with time of arrival in logbook.
 - Verify your identity, as required.
2. **Departure (Sign-Out):**
 - At end of workday, return to designated area to record departure.
 - Use authorized system as above, noting time of sign-out.
 - Confirm entry is accurate and matches actual departure.
3. **Exceptions:**
 - For late arrivals/early departures, notify your supervisor and provide reason.
 - Document exceptions in the system and obtain supervisor approval where required.
4. **Compliance and Records:**
 - Repeated failure to comply may result in disciplinary action.
 - Attendance logs must be reviewed regularly for accuracy.
 - Records are retained by HR for payroll, auditing, and security monitoring.

Related Documents

- Employee Handbook – Attendance Policy
- Payroll Processing Guidelines
- Security Access Procedures

Revision History

Date	Revision	Changes	Approved By
2024-06-07	1.0	Initial release	[Approver Name]

Note: For questions or clarification on this SOP, please contact the HR department.