Standard Operating Procedure (SOP): Attendance Reporting Requirements

This SOP defines the **daily, weekly, and monthly attendance reporting requirements** necessary to ensure accurate tracking of employee presence and punctuality. It outlines the procedures for collecting, verifying, and submitting attendance data, specifying deadlines and responsible personnel for each reporting frequency. The SOP aims to maintain consistent attendance records, support workforce management, and comply with organizational policies and regulatory standards.

1. Scope

This SOP applies to all departments and personnel involved in attendance management within the organization.

2. Responsibilities

- **Employees:** Record daily attendance accurately and promptly.
- **Supervisors/Team Leads:** Verify attendance records and address discrepancies.
- **HR Department:** Compile, review, and submit attendance reports according to the outlined schedules.

3. Procedures & Reporting Frequencies

Frequency	Collection Procedure	Verification	Deadline	Responsible Personnel
Daily	• Employees log attendance via the official system (e.g., biometric, digital, or manual logbook) at start and end of shift.	• Supervisors review and confirm attendance at the end of each day.	Before 5:00 PM daily	Employees & Supervisors
Weekly	• HR compiles daily data into a weekly summary report.	• Supervisors verify summaries for accuracy and resolve outstanding issues.	Every Monday, 12:00 PM	HR & Supervisors
Monthly	• HR aggregates weekly reports into a comprehensive monthly attendance record.	• Final verification by HR Manager; discrepancies reviewed with department heads.	5th of each month	HR Department & HR Manager

4. Data Management & Confidentiality

- All attendance data must be stored securely and accessed only by authorized personnel.
- Records must be retained according to the organization's retention policy and applicable legal requirements (minimum of 2 years).
- Breach of data confidentiality policies may lead to disciplinary action.

5. Compliance & Review

- Ensure adherence to attendance reporting requirements as stipulated in this SOP.
- HR to conduct biannual audits to verify compliance and efficiency of attendance management processes.
- This SOP will be reviewed annually or as required by regulatory changes.

6. References

- Company Attendance Policy
- Local Labor Laws and Regulations
- Data Protection Guidelines

7. Revision History

Version	Date	Description	Author
1.0	2024-06-20	Initial SOP release	HR Department