

SOP Template: Guidelines for Updating and Maintaining Attendance Records

This SOP provides comprehensive **guidelines for updating and maintaining attendance records**, ensuring accurate and timely documentation of employee attendance. It covers procedures for recording attendance daily, handling absences and tardiness, managing leave requests, verifying records for accuracy, securely storing attendance data, and generating regular reports for payroll and performance review. The purpose is to maintain reliable attendance information that supports workforce management, compliance with labor regulations, and organizational accountability.

1. Purpose

To establish standardized procedures for updating, maintaining, and documenting employee attendance records to ensure data integrity and compliance.

2. Scope

This SOP applies to all employees and timekeepers responsible for recording, managing, and reviewing attendance records within the organization.

3. Responsibilities

- **Employees:** Accurately report attendance, absences, and tardiness in a timely manner.
- **Supervisors/Managers:** Review and approve attendance records, handle exceptions, and process leave requests.
- **HR/Payroll Department:** Maintain, audit, and securely store attendance data; generate reports as required.

4. Procedures

1. **Daily Attendance Recording**
 - Employees log attendance using approved methods (e.g., biometric, online portal, timesheets) at start and end of their workday.
 - Supervisors monitor entries for completeness and accuracy.
2. **Handling Absences and Tardiness**
 - Employees notify supervisors as soon as possible in case of absence or late arrival, following established reporting protocols.
 - Supervisors document the reason (e.g., sick, vacation, personal leave) in the attendance management system.
3. **Managing Leave Requests**
 - Employees submit leave requests through the designated system or form, specifying dates and leave type.
 - Supervisors approve or deny requests, documenting decisions in the attendance records.
4. **Verification of Attendance Records**
 - HR or assigned personnel perform weekly/monthly audits to verify the accuracy of records.
 - Discrepancies are addressed with the responsible employee and supervisor.
5. **Secure Storage of Attendance Data**
 - Attendance records are stored electronically in secure, password-protected systems, and/or as hard copies in locked cabinets.
 - Access is limited to authorized personnel only.
6. **Generating Reports**
 - Attendance data is compiled at the end of each pay period to generate reports for payroll processing.
 - Monthly and annual reports are generated for management review and compliance purposes.

5. Documentation and Records

Document	Retention Period	Responsible Party
Daily Attendance Logs	3 years	HR Department
Leave Request Forms	3 years	HR Department

Attendance Summary Reports	5 years	HR/Payroll Department
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6. Review and Revision

This SOP shall be reviewed annually and updated as necessary to ensure compliance with legal requirements and organizational needs.

7. References

- Company Attendance Policy
- Labor Law and Recordkeeping Regulations
- Data Privacy and Security Guidelines

8. Appendix

- Sample Attendance Log
- Sample Leave Request Form
- Sample Attendance Report Format