SOP: Shift Start-Time and Attendance Recording

This SOP details the procedures for **shift start-time and attendance recording**, including accurate employee clock-in methods, verification of shift schedules, handling of late arrivals and early departures, and maintenance of attendance logs. The objective is to ensure precise tracking of employee attendance, enhance shift management efficiency, and support payroll accuracy.

1. Purpose

The purpose of this Standard Operating Procedure (SOP) is to outline standardized steps for recording shift start-times and employee attendance to promote fair labor practices and support accurate payroll processing.

2. Scope

This SOP applies to all employees and supervisors responsible for monitoring and recording shifts and attendance within the organization.

3. Responsibilities

- **Employees:** Responsible for accurate and timely clock-in/clock-out.
- **Supervisors/Managers:** Responsible for verifying attendance, managing exceptions (late/early), and maintaining complete logs.
- **HR/Payroll:** Responsible for collecting attendance data for payroll purposes.

4. Procedures

4.1 Clock-in and Clock-out Methods

1. Employees must clock in at their designated start time using one of the following approved methods:
   - Biometric time clock
   - Electronic swipe card system
   - Web-based time tracking application

2. Employees must clock out at the end of their shift using the same method.
3. Manual attendance sheets are only to be used in case of system failure, and must be signed by both the employee and supervisor.

4.2 Verification of Shift Schedules

1. Supervisors must ensure that all employees' scheduled shifts are updated and accessible prior to shift start.
2. Any scheduled changes must be communicated in writing at least 24 hours in advance whenever possible.

4.3 Handling Late Arrivals and Early Departures

1. Employees arriving late or leaving early must notify their supervisor as soon as possible.
2. Supervisors must log the time of late arrival/early departure and document the reason provided.
3. Repeated violations may be subject to disciplinary action as per company policy.

4.4 Maintenance of Attendance Logs

1. Attendance records must be reviewed daily by supervisors for completeness and accuracy.
2. Logs are to be submitted to the HR/payroll department at the end of each pay period.
3. Attendance logs must be retained for a minimum of **2 years** (or per legal requirements).

5. Documentation

Document	Requirement	Retention Period
Attendance Log	Completed daily; submitted to HR/payroll at end of pay period	2 years

Manual Attendance Sheet	Used only during system failures; signed by employee and supervisor	2 years
Exception Reports	Late arrivals/early departures with reasons	2 years

6. References

- Company Attendance and Punctuality Policy
- HR Manual: Payroll and Time Tracking
- Local Labor Laws (attendance record requirements)

7. Revision History

Date	Revision	Description	Author
2024-06-18	1.0	Initial release	HR Department