

# Standard Operating Procedure (SOP)

## Staff Attendance Tracking Procedures

This SOP details the **staff attendance tracking procedures**, encompassing methods for accurate timekeeping, attendance recording, leave management, and absence monitoring. It ensures consistent documentation of employee attendance to enhance workforce management, payroll accuracy, and compliance with labor regulations. The procedures include the use of electronic systems or manual registers, verification processes, reporting mechanisms, and handling of attendance discrepancies.

### 1. Purpose

To establish standardized procedures for tracking and managing staff attendance to ensure accuracy in payroll processing, effective workforce management, and compliance with applicable labor laws and organizational policies.

### 2. Scope

This SOP applies to all employees and supervisors involved in daily attendance recording, leave management, and attendance reporting across all departments.

### 3. Responsibilities

- **Employees:** Accurately record attendance and report any absences or lateness promptly.
- **Supervisors/Managers:** Monitor attendance records, verify entries, and address discrepancies.
- **HR Department:** Oversee attendance tracking systems, manage leave applications, and maintain records.

### 4. Procedures

#### 4.1 Timekeeping & Attendance Recording

- Employees must record attendance using the designated method:
  - Electronic system (e.g., biometric scanner, swipe card, attendance app)
  - Manual register (only when electronic systems are unavailable)
- Attendance should be recorded at the start and end of each workday.

#### 4.2 Leave Management

- Submit leave requests through the approved system or a standardized leave application form.
- Supervisors review and approve/reject leave requests promptly.
- HR updates leave records accordingly.

#### 4.3 Absence Monitoring

- Unscheduled absences must be reported to the supervisor as soon as possible, preferably before the start of the shift.
- Supervisors document unauthorized absences and notify HR for follow-up.

#### 4.4 Verification Process

- Supervisors review attendance entries daily for accuracy.

- HR audits attendance reports weekly/monthly, identifying anomalies or discrepancies.

#### 4.5 Reporting Mechanism

- Generate regular attendance reports for payroll and management review.
- Notify staff of any discrepancies found and provide an opportunity for correction/explanation.

#### 4.6 Handling Attendance Discrepancies

- Investigate discrepancies promptly in collaboration with relevant staff.
- Make necessary adjustments after approved verification.
- Document the resolution process for future reference.

### 5. Documentation

- Attendance records (electronic/manual)
- Leave applications and approvals
- Absence reports and notifications
- Attendance discrepancy records and resolution logs

### 6. Compliance & Review

- This SOP must be reviewed annually or as required due to changes in legislation or organizational policy.
- Non-compliance with attendance procedures may lead to disciplinary action.

### 7. Appendix: Sample Attendance Register (Manual)

Date	Employee Name	Time In	Time Out	Leave Type (if applicable)	Supervisor Initials	Remarks