

# Standard Operating Procedure (SOP)

## Daily Attendance Marking Timeline and Method

This SOP details the **daily attendance marking timeline and method**, specifying the exact times for clocking in and out, acceptable attendance recording methods such as biometric systems or manual logs, and procedures for addressing late arrivals or early departures. The goal is to ensure accurate and timely attendance tracking to support payroll processing, employee accountability, and operational efficiency.

### 1. Scope

This SOP applies to all employees required to record attendance at the start and end of each working day.

### 2. Responsibilities

- **Employees:** Mark attendance accurately and promptly as per defined timelines and methods.
- **Supervisors/Managers:** Monitor attendance records and address discrepancies or attendance issues.
- **HR Department:** Maintain attendance records and ensure integration with payroll systems.

### 3. Timeline for Attendance Marking

Activity	Timeframe	Details
Clock In (Start of Shift)	8:45 AM – 9:15 AM	Employees must record attendance upon arrival within this window.
Clock Out (End of Shift)	5:45 PM – 6:15 PM	Employees must record attendance when leaving for the day, unless otherwise scheduled.

### 4. Acceptable Attendance Recording Methods

1. **Biometric Attendance System:** Use of fingerprint or facial recognition devices located at entry/exit points.
2. **Manual Attendance Log:** In case of biometric system failure, employees must sign a paper logbook counter-signed by the supervisor.
3. **Web-based/Digital Attendance:** If authorized by management, employees may register attendance via a secure web/app platform.

### 5. Procedures for Late Arrivals/Early Departures

- Employees arriving after the official clock-in window (**after 9:15 AM**) or leaving before the official clock-out window (**before 5:45 PM**) must:
  - Report the reason for the late arrival or early departure to their supervisor immediately.
  - Record the actual arrival/departure time using the designated method.
  - Submit a written justification (email or form) to the HR department for official documentation.
- Frequent or unapproved late arrivals/early departures may result in disciplinary action following company policy.

### 6. Exception Handling

- In case of system malfunction, employees must notify HR immediately and use the manual log.
- Attendance adjustments or corrections must be submitted and approved within one business day.

### 7. Record Keeping and Reporting

- HR is responsible for compiling daily attendance logs and preparing periodic attendance summaries for payroll processing.
- Attendance records shall be retained for a minimum of **3 years** for compliance and audit purposes.

## 8. Review and Updates

This SOP will be reviewed annually or as required to ensure effectiveness and compliance with company and legal requirements.