

# SOP Template: Staff Check-in/Check-out and Attendance Procedure

This SOP defines the **staff check-in/check-out and attendance procedure** to ensure accurate tracking of working hours and maintain punctuality. It includes guidelines for recording arrival and departure times, managing attendance records, addressing late arrivals and early departures, handling absences and leave requests, and utilizing attendance systems or timekeeping devices. The procedure aims to enhance workforce management, ensure compliance with company policies, and support payroll accuracy.

## 1. Purpose

To establish standardized procedures for recording, monitoring, and managing staff attendance, ensuring transparency, accountability, and accurate payroll processing.

## 2. Scope

This procedure applies to all employees, supervisors, and HR personnel responsible for attendance management within [Company Name].

## 3. Responsibilities

- **Staff:** Accurately record arrival and departure times, notify supervisors of absences, and submit leave requests as required.
- **Supervisors/Managers:** Monitor attendance, address punctuality issues, approve/decline leave requests, and escalate concerns to HR as needed.
- **HR Department:** Maintain attendance records, ensure policy compliance, and process payroll based on attendance data.

## 4. Procedure

1. **Check-in/Check-out Process**
  - Staff must check in upon arrival and check out at the end of their scheduled workday using the designated attendance system (e.g., biometric device, swipe card, or digital application).
  - If technical issues occur, report immediately to the supervisor, and manually record the time on the attendance log.
2. **Attendance Recording**
  - All check-in/check-out data is automatically logged and reviewed regularly by supervision or HR.
  - Manual logs, if any, must be signed by both the employee and the supervisor.
3. **Late Arrivals and Early Departures**
  - Employees arriving more than [X] minutes late or leaving before shift completion must provide a reason to their supervisor.
  - Chronic lateness or early departure may result in disciplinary actions as per company policy.
4. **Absences and Leave Requests**
  - Absences must be reported to the supervisor as soon as possible, preferably before the shift begins.
  - All leave requests should be submitted in advance using the official leave request form/system.
  - Unapproved absences will be considered as unauthorized and subject to HR review.
5. **Use of Attendance Systems**
  - Employees are responsible for using their own credentials and must not check in/out for others.
  - Any misuse of attendance systems may result in disciplinary action, up to and including termination.

## 5. Record Management

- Attendance records will be securely maintained by HR for a minimum of [X] years.
- Authorized personnel only may access attendance data.

## 6. Compliance

- Failure to comply with attendance procedures may result in warnings, performance reviews, or disciplinary actions as per company policy.
- This procedure is subject to periodic review and updates by HR.

## 7. References

- Employee Handbook
- Company Attendance and Leave Policy
- [Any relevant local labor laws or regulations]

## 8. Revision History

Version	Date	Description	Author
1.0	[YYYY-MM-DD]	Initial release	[Author Name]