SOP: Attendance Recording Procedures and Timing

This SOP defines the **attendance recording procedures and timing** to ensure accurate and timely documentation of employee presence. It covers methods for clocking in and out, procedures for handling late arrivals or early departures, and guidelines for recording absences and leave. The purpose is to maintain reliable attendance records for payroll processing, performance evaluation, and compliance with company policies and labor regulations.

1. Scope

This SOP applies to all employees and supervisors responsible for attendance management.

2. Definitions

- **Attendance**: Physical presence at the designated work location during scheduled hours.
- **Clock In/Out**: Recording the start and end of work periods.
- **Absence**: Scheduled or unscheduled non-attendance, including leave types.

3. Procedures

3.1 Clocking In and Out

1. Employees must clock in at the start and clock out at the end of their scheduled shifts using the approved system (e.g., biometric, timecard, or digital app).
2. Clock-in/out must be performed personally; proxy attendance is strictly prohibited.
3. If the digital system is unavailable, employees must notify their supervisor and record their time on the provided manual log.

3.2 Handling Late Arrivals and Early Departures

1. Employees arriving late or leaving early must record the actual time of arrival/departure and report the reason to their supervisor promptly.
2. Supervisors must document approvals or corrective actions for repeated instances as per company policy.

3.3 Recording Absences and Leave

1. All absences (sick leave, vacation, etc.) must be reported via the designated channel (HR system, email) before the start of the shift or as soon as possible.
2. Proper documentation (e.g., medical certificate) should be attached where required.
3. Supervisors are responsible for approving leave requests and ensuring accurate recording in the attendance system.

4. Timing Guidelines

Action	Timing
Clock In	No earlier than 10 minutes before scheduled shift
Clock Out	Within 10 minutes after scheduled shift ends
Report Absence/Leave	At least 1 hour before shift or ASAP if emergency
Submit Manual Attendance Record	By end of same workday

5. Responsibilities

- **Employees:** Ensure accurate and timely attendance records.
- **Supervisors:** Monitor compliance, verify records, and manage leave approvals.
- **HR/Payroll:** Audit attendance data for payroll and compliance purposes.

6. Compliance and Violations

- Failure to comply with attendance procedures may result in disciplinary action, including payroll deductions or further

corrective measures.
- Attendance records are subject to audit at any time.

7. Revision History

Date	Version	Description	Author
2024-06-01	1.0	Initial version	HR Dept.