Standard Operating Procedure (SOP)

Daily Attendance Recording Process and Authorized Personnel

This SOP details the **daily attendance recording process and authorized personnel**, outlining the standardized methods for accurately tracking employee attendance, specifying the roles and responsibilities of authorized personnel involved in attendance management, ensuring compliance with organizational policies, and maintaining reliable attendance records to support payroll, performance monitoring, and operational efficiency.

1. Purpose

To establish a standardized process for daily recording of employee attendance, assign responsibilities to authorized personnel, and ensure accurate record-keeping that supports payroll, compliance, and operational needs.

2. Scope

This SOP applies to all employees and authorized personnel involved in the attendance management process at [Organization Name].

3. Definitions

- **Attendance Record:** Documented record of employee's presence, absence, tardiness, or leave on a given working day.
- **Authorized Personnel:** Individuals assigned the duty of managing, recording, and verifying attendance data.

4. Roles and Responsibilities

Role	Responsibility
Employees	Accurately record attendance daily, report absences/tardiness in advance, and follow attendance policies.
Supervisors/Managers	Monitor and verify employee attendance records, approve leave and exceptions, report discrepancies to HR.
HR Personnel	Oversee daily attendance process, perform compliance checks, maintain and archive attendance data, support payroll.
IT/Systems Admin (if applicable)	Ensure proper functioning of electronic attendance systems and data security.

5. Procedures

1. **Attendance Methods**
   - Electronic System: Employees log in/out using biometric devices, swipe cards, or dedicated software.
   - Manual Register: In the absence of an electronic system, attendance is marked in a paper register, signed by employees and verified by supervisors.

2. **Recording Time**
   - Attendance must be marked at the start and end of each shift/workday.

3. **Absences and Leave**
   - Employees must inform supervisors and apply for leave via the appropriate channel in advance.
   - Supervisors review, approve, and forward leave applications to HR for record-updating.

4. **Verification and Correction**
   - Supervisors review attendance records daily for discrepancies.
   - Corrections must be documented and approved by the supervisor/HR.

5. **Record Maintenance**
   - HR archives attendance data securely and ensures confidentiality.
   - Records are retained as per organizational retention policy.

6. Compliance

All personnel must adhere to organizational guidelines on attendance management. Any falsification, unauthorized amendments, or negligence in attendance processes may result in disciplinary action.

7. References

- [Organization Name] Attendance Policy
- Applicable labor laws and regulations
- Data retention and privacy policy documents

8. Revision History

Version	Date	Description of Change	Approved by
1.0	[Insert Date]	Initial SOP Release	[Insert Name/Title]