

# SOP Template: Staff Check-In and Check-Out Protocols

This SOP details the **staff check-in and check-out protocols**, covering procedures for accurately recording employee attendance, verifying identity, managing timekeeping systems, ensuring security compliance, handling late arrivals and early departures, and maintaining detailed logs for payroll and audit purposes. The goal is to streamline staff management, enhance workplace security, and ensure accurate tracking of working hours.

## 1. Purpose

To outline standardized procedures for staff check-in and check-out to ensure accurate recordkeeping, security, and compliance.

## 2. Scope

This SOP applies to all employees, contractors, and temporary staff at [Company Name].

## 3. Responsibilities

- **HR Department:** Oversee implementation and maintenance of protocols.
- **Supervisors:** Ensure team compliance and address deviations.
- **All Staff:** Adhere to check-in and check-out processes.
- **Security Personnel:** Assist with identity verification if required.

## 4. Procedure

### 1. Arrival and Check-In

- Report to designated entry point upon arrival.
- Present valid ID or access card for verification (if required).
- Use approved timekeeping system (e.g., biometric, card swipe, digital app) to log check-in time.
- Confirm successful check-in on the device or with the security staff.

### 2. During Shift

- Inform supervisor of any unscheduled breaks or absences.
- Log any required movements in or out during work hours using the timekeeping system.

### 3. Departure and Check-Out

- Complete work obligations before scheduled end time.
- Use approved system to log check-out time at departure.
- Verify successful check-out and report any system issues immediately.

### 4. Exceptions (Late Arrivals/Early Departures)

- Notify supervisor or HR of anticipated late arrival or early departure in advance.
- Ensure reason and time are logged in the system or on the exception form.

## 5. Security & Identity Verification

- Access limited to authorized staff through ID/biometric verification.
- Security personnel to monitor and assist as necessary.
- Any attempts at unauthorized access must be reported immediately.

## 6. Recordkeeping & Logs

- Automatic logs generated by the timekeeping system.
- Manual entries to be signed by supervisor, if applicable.
- Records maintained for payroll calculations and audits for a minimum of [X] years.

## 7. Non-Compliance

- Non-compliance may result in disciplinary action as outlined in the Employee Handbook.
- Repeated or serious breaches will be escalated to HR for investigation.

## 8. References

- Employee Handbook
- [Company Name] Attendance Policy
- Local Labor Laws

## 9. Approval & Revision

Version	Date	Approved By	Summary of Changes
1.0	[Date]	[Name/Title]	Initial creation