

SOP Template: Attendance and Roll-Call Guidelines

This SOP provides clear **attendance and roll-call guidelines** to ensure accurate tracking of personnel presence, promote punctuality, and maintain workplace accountability. It covers procedures for taking roll calls, recording absences and tardiness, managing attendance records, and addressing attendance-related issues. The goal is to support efficient workforce management and compliance with organizational policies.

1. Purpose

To establish procedures and responsibilities for taking, recording, and monitoring attendance and roll-calls, ensuring compliance with organizational standards and supporting operational efficiency.

2. Scope

This SOP applies to all employees, supervisors, and designated attendance officers responsible for personnel tracking within the organization.

3. Responsibilities

- **Supervisors:** Ensure roll-calls are conducted and recorded accurately.
- **Attendance Officers:** Maintain and update attendance records, report anomalies.
- **Employees:** Report presence, absences, or tardiness as required.

4. Procedure

1. **Daily Roll-Call**
 - Conduct roll-call at designated times (e.g., start of shift, after breaks).
 - Call out each name; mark **Present (P)**, **Absent (A)**, or **Tardy (T)** as appropriate.
2. **Recording Attendance**
 - Use the official attendance sheet or approved digital system.
 - Ensure information is complete, accurate, and legible.
3. **Reporting Absences and Tardiness**
 - Employees must notify their supervisor per the prescribed method if unable to attend or late.
 - Record reason for absence or tardiness where applicable.
4. **Managing Attendance Records**
 - Update and archive attendance records daily.
 - Submit weekly or monthly summaries to the HR department or designated authority.
5. **Addressing Attendance Issues**
 - Review attendance records regularly for patterns of absenteeism or tardiness.
 - Supervisors must address issues promptly per organizational procedures (e.g., counseling, disciplinary action).

5. Attendance Record Example

Date	Employee Name	Status	Time In	Remarks
2024-06-01	Jane Doe	P	08:00 AM	
2024-06-01	John Smith	T	08:15 AM	Tardy
2024-06-01	Alan Brown	A	--	Sick Leave

6. Compliance and Confidentiality

- Attendance records are confidential and must be securely stored.
- Access to records is limited to authorized personnel only.
- Non-compliance with these guidelines may result in disciplinary action.

7. Revision History

Version	Date	Changes	Approved By
1.0	2024-06-06	Initial draft	HR Manager