

SOP: Periodic Review and Reconciliation of Attendance Logs

This SOP details the **periodic review and reconciliation of attendance logs**, ensuring accurate tracking of employee attendance, timely identification of discrepancies, verification of records against clock-in/out systems, recording of adjustments and approvals, and maintenance of compliance with company policies and labor regulations. The objective is to maintain reliable attendance data for payroll accuracy and workforce management.

1. Purpose

To establish a standardized procedure for reviewing and reconciling employee attendance logs, ensuring data accuracy for payroll processing and regulatory compliance.

2. Scope

This SOP applies to all departments and personnel involved in managing and processing employee attendance records within the organization.

3. Responsibilities

- **HR/Payroll Staff:** Conduct reviews, investigate discrepancies, make corrections, and maintain documentation.
- **Supervisors/Managers:** Approve adjustments and oversee employee compliance.
- **Employees:** Accurately record attendance and report issues promptly.

4. Procedure

1. **Collection of Logs**
 - Obtain attendance logs from the clock-in/out system at the established review interval (e.g., weekly, bi-weekly, monthly).
 - Ensure data is up-to-date and complete prior to review.
2. **Initial Review**
 - Check for missing records, duplicate entries, or anomalies (such as excessive overtime or unapproved absences).
 - Compare against employee schedules if applicable.
3. **Verification and Reconciliation**
 - Verify employee clock-in/out times against system records.
 - Contact employees and/or supervisors to clarify discrepancies.
 - Document findings and any necessary corrections.
4. **Adjustment and Approval**
 - Submit records requiring adjustment or correction to supervisors/managers for approval.
 - Make adjustments in the attendance system with appropriate documentation once approved.
5. **Finalization and Record-Keeping**
 - Finalize the corrected attendance logs.
 - Archive approved logs and supporting documents, ensuring compliance with retention policies.
6. **Reporting**
 - Prepare summary reports of the review and reconciliation process for payroll and management use.

5. Documentation

- Attendance logs (original and reconciled)
- Adjustment request forms
- Approval records
- Discrepancy investigation notes

6. Compliance

Ensure all practices comply with organizational policies, local labor laws, and confidentiality requirements.

7. Review and Revision

This SOP should be reviewed annually or as needed to reflect changes in regulations or internal processes.

Version History

Version	Date	Description	Approved By
1.0	2024-06-07	Initial release	HR Manager