

SOP: Late Arrival and Early Dismissal Recording Procedures

This SOP defines the **late arrival and early dismissal recording procedures** to ensure accurate tracking of employee attendance. It outlines the steps for reporting late arrivals and early dismissals, the documentation required, and the responsibilities of supervisors and HR personnel. The goal is to maintain clear records for payroll, attendance monitoring, and compliance with company policies, promoting accountability and efficient time management within the organization.

1. Purpose

To establish standardized procedures for reporting, recording, and documenting late arrivals and early dismissals of employees.

2. Scope

This procedure applies to all employees, supervisors, and HR personnel within the organization.

3. Definitions

Term	Definition
Late Arrival	Arriving at work after the scheduled start time.
Early Dismissal	Leaving work before the scheduled end time.
Timesheet	Document or system used to record employee work hours.

4. Responsibilities

- **Employees:** Notify supervisor as soon as possible regarding late arrivals or early dismissals and provide required documentation.
- **Supervisors:** Review and approve notifications, ensure documentation is submitted, and record in attendance system.
- **HR Personnel:** Maintain records, address discrepancies, and ensure compliance with company policies.

5. Procedure

1. **Notification:**
 - Employee notifies their supervisor by phone, email, or designated internal system as soon as they anticipate a late arrival or early dismissal.
 - Notification should include the reason and expected time of arrival or departure.
2. **Documentation:**
 - Employee completes the Late Arrival/Early Dismissal Form or submits supporting documentation (e.g., medical note, appointment confirmation, etc.) if required.
3. **Supervisor Review:**
 - Supervisor reviews the information, confirms details with the employee if necessary, and approves or denies the request in accordance with company policy.
4. **Recording:**
 - Approved instances are documented in the official attendance tracking system or on the employee's timesheet.
5. **HR Action:**
 - HR regularly reviews records for accuracy and compliance, follows up on discrepancies, and archives documentation as needed.

6. Documentation Required

- Late Arrival/Early Dismissal Form (electronic or paper)
- Supporting documents (if applicable)
- Attendance Tracking System Records / Timesheets

7. Compliance

Failure to follow these procedures may result in corrective action in line with the organization's disciplinary policy.

8. Revision History

Version	Date	Description	Author
1.0	2024-06-28	Initial SOP release	HR Department