Standard Operating Procedure (SOP): Attendance Record Management and Verification

This SOP details the process for **attendance record management and verification steps**, covering the accurate recording of employee attendance, maintaining secure and organized attendance logs, verifying attendance data for accuracy, handling discrepancies and corrections, and ensuring compliance with company policies and regulatory requirements. The aim is to maintain reliable attendance records to support payroll processing, performance evaluation, and workforce management.

1. Scope

This SOP applies to all employees, supervisors, and HR personnel responsible for maintaining and verifying attendance records within the organization.

2. Responsibilities

Role	Responsibility
Employee	Accurately record attendance via designated systems (e.g., time clock, digital app).
Supervisor	Monitor attendance submissions, review exceptions, and report discrepancies.
HR/Attendance Administrator	Maintain attendance logs, verify data, address corrections, and ensure policy compliance.

3. Procedure

1. **Recording Attendance**
   - Employees record their daily attendance using designated methods (manual log, biometric, electronic system, etc.).
   - Employees must report absences or late arrivals in accordance with company policy.
2. **Maintaining Attendance Records**
   - Ensure attendance logs (digital or physical) are updated daily and organized by date, department, and employee.
   - Store records securely to prevent unauthorized access or tampering. Backup digital data regularly.
3. **Verification of Attendance Data**
   - Supervisors or HR review daily/weekly attendance data for completeness and accuracy.
   - Spot-check for inconsistencies such as missing entries, duplicate punches, or outliers.
4. **Handling Discrepancies and Corrections**
   - If discrepancies are found, notify the employee and supervisor immediately.
   - Request supporting documentation (e.g., doctor's note, business trip approval) if necessary.
   - Make corrections in the system, document changes, and retain evidence for audit purposes.
5. **Compliance and Reporting**
   - Ensure adherence to relevant company policies and regulatory requirements on attendance recordkeeping.
   - Prepare and submit attendance reports to payroll, management, or regulatory agencies as needed.
   - Retain records for the mandated retention period.

4. Documentation

- Attendance log template (paper and/or digital)
- Correction log for attendance amendments
- Supporting documentation for absences/corrections
- Attendance summary reports for payroll/management

5. Revision History

Date	Revision	Description	Author
2024-06-XX	1.0	Initial draft	[Your Name]