

# SOP: Attendance Tracking and Sign-In Procedures

**Purpose:**

This SOP details the **attendance tracking and sign-in procedures**, including employee check-in processes, use of attendance systems, verification of attendance, handling late arrivals and early departures, maintaining accurate attendance records, and addressing discrepancies. The goal is to ensure reliable monitoring of employee presence, promote punctuality, and support workforce management and payroll accuracy.

## 1. Scope

This procedure applies to all employees and supervisors responsible for monitoring attendance at *[Company Name]* premises.

## 2. Responsibilities

- **Employees:** Accurately record their attendance each workday.
- **Supervisors/Managers:** Monitor attendance, verify records, and address incidents of non-compliance or discrepancies.
- **HR/Payroll:** Maintain records and ensure they are used for payroll purposes.

## 3. Procedure

1. **Check-In Process**
  - Employees must check in at the start of their shift using the designated attendance system (*e.g., biometric device, card reader, attendance software/app, or manual sign-in sheet*).
  - Individual login credentials, ID cards, or biometric data should be kept confidential and not shared.
  - Remote employees must check in via the authorized online system at their designated start time.
2. **Check-Out Process**
  - Employees must check out at the end of their shift using the same method as check-in.
3. **Verification of Attendance**
  - Supervisors must review attendance logs at least once per week.
  - Automated alerts may be set for missed punches, late arrivals, or early departures.
4. **Handling Late Arrivals and Early Departures**
  - Employees arriving late or leaving early must record their actual time and provide a reason if required.
  - Persistent tardiness or early departure may lead to disciplinary action as outlined in the Employee Handbook.
5. **Attendance Records Maintenance**
  - HR/Payroll maintains attendance records for a minimum of *[period, e.g., three years]*.
  - All records must be accurate, timely, and securely stored (electronic or paper format).
6. **Addressing Discrepancies**
  - Employees must report attendance discrepancies to their supervisor/HR within *[number]* days.
  - Supervisors/HR investigate discrepancies and update the records as necessary.

## 4. Records and Documentation

Document	Location	Retention
Attendance logs/reports	Attendance system/HR files	<i>[e.g., 3 years]</i>
Incident reports for discrepancies	HR files	<i>[e.g., 3 years]</i>

## 5. Review and Updates

This SOP will be reviewed annually or as required when attendance procedures, regulations, or technology change.

## 6. Related Documents

- Employee Handbook

- Code of Conduct
- Disciplinary Procedure Policy

## 7. Approval

Name	Title	Signature	Date