

# SOP: Daily Attendance Reconciliation and Verification

This SOP details the process for **daily attendance reconciliation and verification**, ensuring accurate tracking of employee attendance records. It covers procedures for collecting and comparing attendance data from various sources, identifying discrepancies, confirming data accuracy with supervisors or employees, updating attendance logs, and maintaining compliance with organizational policies. The goal is to maintain reliable attendance documentation for payroll processing and workforce management.

## 1. Purpose

To provide standardized steps for reconciling and verifying employee attendance records on a daily basis, ensuring accuracy, transparency, and compliance.

## 2. Scope

This SOP applies to all HR personnel, timekeepers, and supervisors responsible for managing attendance across all departments.

## 3. Responsibilities

Role	Responsibility
HR Personnel	Collects, reconciles, and updates attendance data daily.
Supervisors	Confirms attendance and explains discrepancies.
Employees	Reports attendance accurately and clarifies discrepancies when requested.

## 4. Procedure

### Step 1: Collect Attendance Data

- Gather attendance data from all available sources (e.g., biometric devices, manual registers, online attendance tools).
- Download or import the daily attendance report before the start of the next working day.

### Step 2: Compare Data Against Schedules

- Compare attendance entries against shift schedules, leave records, and on-duty approvals.
- Highlight any anomalies such as late arrivals, early departures, absences, or missing logs.

### Step 3: Reconcile Discrepancies

- Contact the relevant supervisor/employee to clarify and resolve discrepancies.
- Document explanations for any irregularity (e.g., approved leaves, system errors).

### Step 4: Confirm Data Accuracy

- Finalize corrected attendance data upon confirmation from supervisors or employees.
- Ensure all documentation supporting corrections is attached/stored appropriately.

### Step 5: Update Attendance Log

- Enter the verified and reconciled data into the official attendance log/system.
- Ensure that all entries are compliant with company policies and applicable regulations.

### Step 6: File and Report

- File a daily summary report of reconciled attendance and unresolved issues, if any.
- Escalate outstanding discrepancies to HR or higher management as needed.

## 5. Documentation

- Attendance Source Reports (biometric, manual, etc.)
- Discrepancy Logs
- Supervisor/Employee Confirmation Records
- Updated Attendance Register
- Daily Summary Report

## 6. Compliance

- Follow company attendance policy at all times.
- Ensure data privacy and secure handling of attendance records.
- Retain records as per retention policy.

## 7. Review and Updates

- Review this SOP annually or upon any policy/system changes.
- Communicate updates to all relevant personnel.

**Non-compliance with this procedure may result in payroll inaccuracy and disciplinary action.**