

SOP Template: Monthly Attendance Reporting and Review Process

This SOP outlines the **monthly attendance reporting and review process**, detailing the steps for accurate attendance data collection, timely submission of reports, and thorough review procedures. It ensures consistent monitoring of employee attendance, identification of patterns or discrepancies, and effective communication of findings to management. The goal is to maintain reliable attendance records, support payroll accuracy, and foster accountability within the organization.

1. Purpose

The purpose of this SOP is to establish a standardized process for monthly attendance reporting and review. It aims to ensure precise data collection, prompt report submission, and rigorous review, supporting accurate payroll processing and organizational transparency.

2. Scope

This SOP applies to all department managers, HR personnel, and any staff responsible for managing and reviewing employee attendance.

3. Responsibilities

Role	Responsibility
Department Managers	Collect attendance data and submit reports to HR by deadlines.
HR Personnel	Compile department reports, review for accuracy, and communicate findings to management.
Management	Review summaries and address attendance concerns or patterns.

4. Monthly Attendance Reporting Process

- Attendance Data Collection**
 - Department managers obtain attendance records through approved systems (e.g., biometric devices, digital timesheets).
 - Ensure data covers the full reporting period (1st to last day of the month).
- Initial Review**
 - Managers verify accuracy and completeness of departmental data.
 - Identify and resolve any missing or inconsistent records with staff, if applicable.
- Submission of Attendance Report**
 - Managers compile and submit departmental reports to HR by the 3rd working day of the following month.
 - Use the standardized attendance reporting template (see Appendix A).

5. Review and Verification Procedures

- HR Report Compilation**
 - HR consolidates all department submissions into a master attendance report.
- Detailed Review**
 - HR reviews for anomalies (e.g., excessive absences, lateness, unapproved leaves).
 - Investigate and follow up with departments regarding any discrepancies.
- Reporting to Management**

- HR summarizes key findings and patterns, submitting a monthly attendance summary to management by the 6th working day of the following month.

6. Communication of Findings

1. HR communicates notable attendance issues to department managers for resolution.
2. Management reviews summary reports and follows up on recurring issues as needed.

7. Documentation and Record Keeping

- Maintain attendance records, review notes, and final summary reports securely for at least 3 years.
- Ensure confidentiality and compliance with data protection policies.

8. Continuous Improvement

- Review the SOP annually and update as necessary to maintain effectiveness.
- Solicit feedback from users to streamline and improve the process.

Appendix A: Attendance Reporting Template

Employee Name	Employee ID	Department	Days Present	Days Absent	Leave Type(s)	Comments
John Doe	12345	Finance	20	2	Sick Leave (2)	