SOP Template: Attendance Reporting and Submission Deadlines

This SOP details the procedures for **attendance reporting and submission deadlines**, including the accurate recording of employee attendance, timely submission of reports, guidelines for handling absences and tardiness, and the consequences of missing deadlines. The objective is to ensure consistent and efficient attendance tracking to support payroll processing, compliance, and workforce management.

1. Purpose

To ensure reliable and timely attendance data capture for workforce management, payroll processing, and compliance with company policies.

2. Scope

This SOP applies to all employees and supervisors responsible for recording, approving, and submitting attendance records.

3. Responsibilities

- **Employees:** Accurately record attendance and report absences or tardiness promptly.
- **Supervisors/Managers:** Review, verify, and approve attendance records.
- **HR/Payroll:** Collect, audit, and process attendance reports in accordance with payroll deadlines.

4. Procedure

4.1 Recording Attendance

- Employees must record their attendance daily using the approved system (e.g., biometric, timecard, digital portal).
- Entries must reflect the accurate time of arrival, departure, and breaks.

4.2 Reporting Absences and Tardiness

- In case of absence or expected lateness, notify the supervisor as early as possible via approved communication channels (email, phone, HR platform).
- Document reason for absence or tardiness according to company policy.

4.3 Submission of Attendance Reports

- Supervisors must review and approve employee attendance records weekly.
- All validated reports should be submitted to HR/Payroll by the deadline specified below.

5. Deadlines

Task	Responsible	Deadline
Daily attendance entry	Employee	End of each workday
Absence/tardiness notification	Employee	By start of scheduled shift
Attendance review/approval	Supervisor/Manager	Every Monday by 12:00 PM
Submission to HR/Payroll	Supervisor/Manager	Every Monday by 3:00 PM

6. Handling Exceptions

- If an employee is unable to access the reporting system, they must inform their supervisor immediately for manual recording.
- For planned leave, submit appropriate documentation (e.g., leave form) in advance for supervisor approval.

7. Consequences of Missing Deadlines

- Late or inaccurate attendance reporting may result in payroll delays, disciplinary action, or negative performance evaluations.
- Repeated failure to meet deadlines may trigger formal HR review and escalation procedures.

8. Documentation and Recordkeeping

- Maintain attendance records as per company policy and statutory requirements (typically at least 3 years).
- All documentation related to absences, tardiness, and leave approvals must be filed accordingly.

9. Review and Updates

- This SOP should be reviewed annually or when significant process or policy changes occur.

10. References

- Company Attendance Policy
- Employee Handbook
- HR/Payroll Deadlines Calendar