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| **STANDARD OPERATING PROCEDURE**  ATTENDANCE |

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| --- | --- | --- |
| **Author** | | |
| Name | M Shaheed Ullah | **Signature** |
| Designation | Admin Department |
| Date |  |
| **Review** | | |
| Name |  | **Signature** |
| Designation |  |
| Date |  |
| **Approval** | | |
| Name | Mr. Ahsan Abid | **Signature** |
| Designation | GM Factory |
| Date |  |

## Purpose

The purpose is to maintain proper record of attendance of labor and executives.

## Scope

To keep record of labor in and out activities, overtime and leave record. We have three different shifts for labor and a General shift for executives and general shift staff.

* Morning
* Evening
* Night
* General shift

**Note: -** shift timings are variable due to seasonal changing and company requirements

In/Out time should be enter according to the above mention shifts in Face Attendance Machine as well in attendance register and if labor work extra time, which should be consider as overtime or special allowance will be paid for extra working depending of nature of the work.

## Responsibilities

* Security guards
* Admin department

## Procedure

* Maintain attendance record
* Maintain over time record
* Maintain leave records

**5. Operational Steps**

* When labor properly hired in factory then his attendance record have to be maintained by security guards on attendance machine and as well as on register. His initial registration will be made in attendance machine by time office department/ chief security officer
* Labor when enter in factory premises he should ask guards to mark his attendance and after that he will get him “IN” in attendance machine as well
* For overtime purpose the worker firstly will get him out via attendance register and attendance machine and then he will get him “IN” again for second duration by same duty entrance method and following SOPS
* If individual is absent he will submit his leave application after approval of his departmental HOD, admin officer. In case of urgent leaves hi will submit his application right after re-joining his duty during 1st working day
* He must follow following things
* His in/out time
* Overtime
* Leave record

Salary records also will be maintained by attendance register and Face attendance machine record.

1. **Precautions**

* Any worker or executive is not allowed to enter in factory without the attendance for duty
* Attendance register is properly maintained by security guards no one has the right to see or check it without security staff permission
* Annual leave record register also will be maintained by security dept and no one has

the right to see or check it without security staff permission

## Associated Documents and Records

**Attendance Sheet**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Salary Data Bin Rasheed U.No.I** | | | | | **Month** | | | **Jan-15** |
|
| **Total Days** | | | **01-15** |
| **Department: ---------** | | | | | | | | |
|
| **Sr.No** | **Name** | **Father'sName** | **Designation** | **Basic Salary** | **Days** | **Allowance** | **Overtime** | **Fine** |
| **1** |  |  |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |  |  |
| **3** |  |  |  |  |  |  |  |  |
| **4** |  |  |  |  |  |  |  |  |
| **5** |  |  |  |  |  |  |  |  |
| **6** |  |  |  |  |  |  |  |  |
| **7** |  |  |  |  |  |  |  |  |
| **8** |  |  |  |  |  |  |  |  |
| **9** |  |  |  |  |  |  |  |  |

**AMENDMENT HISTORY**

|  |  |  |  |
| --- | --- | --- | --- |
| **REV. #** | **DCR#** | **SECTION** | **AMENDED TEXT** |
| 1 | N/A | all | A complete revision done with addition of operational steps and precautions |
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|  |  |  |  |

\* All changes made in the document are notified in the Amendment History Table.