



HRD MAXWELL &lt;hrd@maxwellpackers.com&gt;

## Reminder: Importance of Daily Attendance

SANDEEP.GORRE &lt;hrd@maxwellpackers.com&gt;

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Cc: RAVI GOEL &lt;ravigoel@maxwell.net.in&gt;

Dear Team,

I hope this message finds you well.

As discussed in the Annual General Meeting we have given one more time orientation to all the branch incharges.

Further, we are hereby informing you that from this month we will consider only online Mobile attendance for payroll processing and generating salaries at once. It is the responsibility of every employee to make their online attendance present. If employees are OD / OT ( on Duty/ On tour -outside of the office) he has to regularise their attendance and the Manager has to approve his team member's OD / OT and the same process is applicable for leave approval too.

As informed in the meeting the Branch incharge will have an HRMS login for his branch to monitor the employee's attendance and other options too, we will be sharing the user ID and password soon on the Branch Manager Email ID.

In continuation I am writing to remind everyone of the importance of maintaining proper attendance on a day-to-day basis.

Please make sure to:

1. **Be Punctual:** Arrive on time and be ready to start work at your scheduled start time.
2. **Clock In/Out:** Use the attendance system to record your time accurately at Office and Customer places. In the future, the conveyance will also be cross-checked with a Mobile app.
3. **Notify in Advance:** Inform your manager or supervisor as soon as possible if you anticipate being late, absent or leave via Mobile app.

If you have any issues with the attendance system or need to discuss your schedule, please don't hesitate to reach out to Undersigned / Ms.Radhika / Mr.Praveen at HO

Also requested to share this information with all those we do not have Company Email ID

Thank you for your cooperation and dedication.

Thanks & regards

Sandeep.Gorre  
DGM-HR & Admin  
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