

Timely Worklog Submission on TaskBoard

Objective:

To ensure accurate tracking of work activities and maintain organizational accountability by mandating timely updates to worklogs.

Scope:

This policy applies to all employees of, across all departments and levels.

Policy Details:

1. Worklog Update Requirement:

- Employees are required to update their worklogs daily on **Taskboard**, documenting tasks completed, hours worked, and any other relevant information.
- Worklogs must be submitted by 11.30PM on the same day, for each working day.

2. Grace Period:

- A grace period of 12.30hrs is provided for worklog submission in case of unforeseen circumstances.
- If the worklog is not updated within this period, it will be considered a violation of this policy.

3. Consequences of Non-Compliance:

- Failure to update the worklog within the stipulated time frame will result in the deduction of Leave Without Pay (LWP) for the day(s) in question.
- Repeated violations may lead to further disciplinary actions, including but not limited to performance reviews and formal warnings.

4. Exceptions:

- In cases of medical emergencies or other valid reasons, employees must inform their immediate supervisor and the HR department as soon as possible.

5. Monitoring and Review:

- The HR department will regularly monitor compliance with this policy.
- Periodic reviews will be conducted to assess the effectiveness of the policy and make necessary adjustments.

Implementation:

This policy is effective from 1st May 2025. All employees are expected to adhere strictly to the guidelines outlined herein.