

# SOP Lil humans



SOP No.	Lilhumanie	Issue Date	Version	Revision Date
HR-005	Jeya priya Rachana S, HR & Finance	19/01/2026	001	MM/DD/YY

## Employee Process

### Purpose

This Standard Operating Procedure (SOP) defines the roles, responsibilities, and operating guidelines for the **HR & Finance** function at **Lil Humans**. It ensures effective people management, financial discipline, compliance, and alignment with the organization's goals, values, and standards.

### Scope

- All HR and finance-related activities at Lil Humans
- Employee lifecycle management (recruitment to exit)
- Payroll, stipends, reimbursements, and financial records
- Attendance, leave, performance, and disciplinary tracking
- Vendor payments, budgeting, and expense monitoring
- Statutory compliance and internal documentation
- Use of employee data, financial data, and company assets

## Roles / Responsibilities

### Human Resources (HR)

- Manage recruitment, onboarding, and induction processes
- Maintain employee records, attendance, and leave data
- Communicate SOPs, policies, and official notices to employees
- Monitor performance, discipline, and compliance
- Handle employee grievances and escalations
- Manage internship programs and evaluation processes
- Coordinate exit formalities and documentation

### Finance

- Process payroll, stipends, and reimbursements accurately and on time
- Maintain financial records, bills, invoices, and expense statements
- Track budgets, project costs, and operational expenses
- Coordinate vendor payments and approvals
- Support audits and financial reviews as required
- Ensure financial data confidentiality and accuracy

## SOP Instructions

### Office Timings

- Working hours are **9.30 AM to 6:00 PM**, Monday to Saturday

- Attendance must be marked accurately

### **Attendance & Leave Management**

- Monitor employee attendance and leave compliance
- Record LOP, excess leave, and irregularities
- Escalate repeated non-compliance to management

### **Payroll & Payments**

- Ensure timely salary, stipend, and vendor payments
- Verify attendance and approvals before processing payments
- Maintain clear payment records and approvals

### **Communication**

- Use official channels for HR and finance communication
- Maintain confidentiality in employee and financial matters

### **Compliance & Discipline**

- Ensure adherence to company SOPs and policies
- Issue warnings, notices, or escalation as per policy
- Maintain documentation for all disciplinary actions

### **Reporting & Documentation**

- Submit regular HR and finance reports to management
- Maintain accurate, updated, and confidential records

### **Exit / Handover**

- Manage exit formalities, final settlements, and documentation
- Ensure recovery of company assets and access revocation

### **Note:**

- **1st Monday Meeting:** Team heads to collect and share weekly updates.
- Take approval via WhatsApp group; **Missed Approvals:** HR will note it.
- **Inter-Team Support:** Communicate via email and keep CC: imayag@gmail.com, paviraghavendran@gmail.com, prasanth2306s@gmail.com

**If In Doubt – Ask Your Hierarchy/HR**