Policy: Attendance Management

# Objective

The purpose of the Policy is to establish guidelines for managing attendance of for employees of Protechsoft Systems Pvt Ltd in India (referred to as "Company").

* To establish a reliable system for recording employee attendance, including time spent and specific tasks/activities completed, regardless of their location.
* To provide the organization with accurate data on actual employee efforts, enabling improved planning, estimation, and predictability across various organizational units.

# Policy

## Applicability:

This policy applies to all employees working for the Company worldwide.

# Timesheets

Employees are expected to work the total hours specified in their employment contract or appointment order, in compliance with the legal requirements of their region. A timesheet is a record of an employee's work and attendance for a given day.

## Frequency of Timesheet Submission

It is recommended to fill out timesheets daily to ensure accurate attendance and time tracking.

## Tools for Timesheet Submission

The Company understands that employees work in different roles and departments, so timesheets should be easily filled out, capturing the key tasks performed. The Company utilizes the Intranet Workflow tool for all employees.

# Responsibilities

## Employees' Responsibilities

* + - * + Fill out timesheets accurately in specified tools
        + Fill out timesheets regularly, daily.
        + Immediately report any errors encountered in the time tracking tool.
        + Respond to communications from the organization regarding timesheets.
        + Address any attendance record concerns to the reporting manager and/or the HR Department.

## Reporting Manager

* + - * + Explain the importance of regularly filling timesheets to the team.
        + Ensure task codes exist to log employee time accurately. Work with the Information Systems Group to create these if required.
        + Verify timesheets at least once a week.
        + Use the timesheet data to make decisions about work allocation, planning, and estimation.
        + Report any concerning trends in timesheet entries to the HR department.

## Human Resources Department

* + - * + Prepare and share attendance reports and other timesheet-based reports with unit heads as needed.
        + Inform employees about any changes in policies, work timings, or tools.
        + Help resolve system issues and expedite solutions.
        + Address employee questions and concerns effectively.
        + Update individual leave records based on timesheets in line with local laws.
        + Orient new employees about attendance management and the tools.
        + Provide payroll inputs based on timesheet data.
        + Take appropriate employment actions based on timesheet availability and local legal requirements.

## Information Systems Group

* + - * + Ensure all employees have access to the necessary timesheet recording tools.
        + Provide efficient support for these tools.
        + Send timely reminders to users to fill in timesheets.
        + Generate and provide reports requested by unit heads and HR.
        + Update relevant systems (e.g., Leave Management System) with attendance records from timesheets.

# NON-Compliance

* + - * + It is mandatory for all employees to fill out their timesheets, on tools specified by their Reporting Manager.
        + Failure to fill out timesheets will be considered misconduct and may lead to disciplinary action in accordance with the Ethics & Code of Conduct Policy.
        + Attendance, Leave and Salary are dependent on the timesheets and non-compliance could cause deduction of leave and salary

# Exceptions

Exceptions to this policy must be explicitly authorized by the Human Resources Department.

**Human Resources Department**