

Insert company Logo



| Policy Name: | **Time & Attendance Policy** |
| --- | --- |
| Policy Number: |  |
| Version: | Effective Date: |

|  | **Name** | **Designation** | **Signature** | **Date** |
| --- | --- | --- | --- | --- |
| Prepared By: |  |  |  |  |
| Reviewed By: |  |  |  |  |
| Approved By: |  |  |  |  |

| **Date** | **Version** | **Summary of Change** |
| --- | --- | --- |
|  |  |  |
|  |  |  |

**Table of Contents**

[**1.**](#_heading=h.gjdgxs) **DEFINITION** 3

[**2.**](#_heading=h.30j0zll) **PURPOSE** 3

[**3.**](#_heading=h.1fob9te) **APPLICABILITY** 3

[**4.**](#_heading=h.3znysh7) **RESPOSIBILITY & ACCOUNTABILITY** 3

[**5.**](#_heading=h.2et92p0) **POLICY** 4

[**A.**](#_heading=h.tyjcwt) **Manual Time and Attendance Tracking** 4

[**B.**](#_heading=h.3dy6vkm) **Punch Clock or Biometric Tracking** 4

[**C.**](#_heading=h.1t3h5sf) **Time and Attendance tracking in HRIS Software** 5

[**6.**](#_heading=h.4d34og8) **RESTRICTIVE CLAUSE** 5

[**7.**](#_heading=h.2s8eyo1) **Annexure 1- Time & Attendance Rules** 5

# **DEFINITION**

1. **Time & Attendance** is a process of tracking work hours. In the past this was always a manual system.
2. **Manual Time & Attendance Tracking System** is a traditional system where and employee requires to fill in the time sheets manually.
3. **Punch Clock/ Biometric System** allows the member to punch in and punch out in the installed device at office/ factory premise by using his **finger print, unique access card**.
4. **Time and Attendance/ HRIS Software** is used to track the time and attendance of the field staff or the members who are travelling for official purpose. Members who failed to punch in/ out their attendances are required to regularize the same in the attendance software.
5. **Company/ Organization** means all the businesses which are under the umbrella of ***“Company Name”*** group.
6. **Member/ Employee** means a person employed with ***“Company Name”*** at all levels for wages or salary.
7. **Management** means the group of individuals that operate at the higher level at ***“Company Name”*** and have day-to-day responsibility for managing all individuals and maintaining responsibility for all the key business functions.

# **PURPOSE**

To ensure positive corporate culture and to inculcate sense of punctuality and discipline among members.

# **APPLICABILITY**

This Policy applies to all the Members of the ***“Company Name”*** across all the locations and branches.

# **RESPONSIBILITY & ACCOUNTABILITY**

Human Resources Department, Reporting Manager/ Supervisor, Front Desk Staff (in case of manual attendance tracking)

# **POLICY**

Time and attendance systems are used to track and monitor when employees start and stop work. A time and attendance system enables an [employer](https://en.wikipedia.org/wiki/Employer) to monitor their employees working hours and late arrivals, early departures, time taken on breaks and absenteeism. It also helps to control labor costs by reducing over-payments, which are often caused by paying employees for time that are not working, and eliminates transcription error, interpretation error and intentional error. Time and attendance systems can also be used to ensure compliance with labor regulations regarding proof of attendance.

Attendance can be tracked in following three methods:

## **Manual Time and Attendance Tracking**

1. **Attendance Register**- When the member enters the office/ factory premise he has to note his in time in the attendance register, the same is verified by the front desk officer or the person in charge. Similarly the out time needs to be noted in the attendance register. The final attendance and Overtime (if any) will be calculated on basis of the records available.
2. **Time Cards**- Time Cards will be provided to factory workers every month. Once member reports to the duty he/she is required to get the signature and the reporting time from the immediate supervisor and preserve the card; while leaving the premise he/ she again need to get the signature on the card along with the disbursal time. The member need to submit the card to the supervisor 1st of every month. The final attendance and overtime (if any) will be calculated on the basis of the records available.

Following should be avoided while maintaining the attendance register and time cards.

* Manipulating time records
* Human Errors or overwriting of the timing
* Proxy Attendance

Strict Action will be taken will be taken against the members who try to forge the attendance records in any manner.

## **Punch Clock or Biometric Tracking**

* It is mandatory for all members to sign in, in Biometric System as soon as they enter the office/ factory premises and before going home or on field. In absence of member signature/record in Biometric System, attendance for the day will not be recorded then a member will be marked as absent for the day.
* Information related to attendance reports will be available to the member at the linked portal. Hence no separate communication is required from the HR department. Reporting manager will be responsible for the attendance of his/her direct reportees.

## **Time and Attendance tracking in HRIS Software**

* Member who proceed on outdoor duty or missed to Punch are required to regularize their attendance in the software. All the On Duty applications must be submitted “**daily”** on real time basis and all the attendance regularizations for missed punches must be updated on the **“very next day or within a week from the event**”, post which the system will not allow any retrospective applications.
* Members working **remotely/ Work From Home (WFH)** need to regularize their attendance and submit the WFH applications in the software on real time basis.
* Reporting Manager/ Supervisor before approving attendance application needs to check his/her reportee’s days’ schedule.
* By 2nd of the month, HR processes attendance. Any discrepancy in attendance shall be a loss of pay & will be adjusted in next month payroll cycle. Arrears for the previous month will be settled in current month salary cycle. Prior to the previous month arrears shall not be considered for Payroll cycle.

# **RESTRICTIVE CLAUSE**

* Any exceptions to the above would be at the sole discretion of the Management.
* Management reserves the right to change and or modify the policy without stating any reason.
* The organization reserves its right to withdraw this policy without assigning any reason by using its sole discretion which will be binding on all members. The Employees hereby unconditionally agree to all such changes / amendments / additions / deletions / modifications
* The Company's reputation and credibility are based upon its total commitment to ethical business practices and also on ethical conduct of its Employees. To safeguard the Company's reputation, Employees must conduct themselves in accordance with the highest ethical standards and also be perceived to be acting ethically at all times. Compliance with all policies of the Company, relevant applicable laws and regulations is the minimum standard which should be adhered to by all the Employees all the times.

# **Annexure 1- Time & Attendance Rules**

 **Annexure 1**

**Time & Attendance Rules**

(Note- varies from company to company)

**Work Hours/ Days:**

1. Biometric Punch in and punch out is mandatory while attending the office.
2. **“Company Name”** observes a ***“5 days/ six days”*** work week for all the members with fixed ***“Saturday/ Sunday/ alternate Saturdays off”.***
3. Log- 9 hours a day comprises of 8 working hours and 1 hour of break.
4. System/ software will accept only 2 Punches (In and Out). In case if anything is missing then it would be treated as absent for Full Day. 7.30 hrs would be treated as Full Day. In case if a work hour is less than 7.30 hours then it would be treated as Half Day.
5. Company reserves the right to ask members to work beyond working hours and on holidays as per business urgency.
6. Disciplinary action may be initiated against a member who has been reporting in late to work on frequent basis.
7. Every 3rd late mark in a month will result in half day leave/ salary deduction.

**General Shift Timing** (Across Branches)

| **Particulars** | **Timings** (below timings are for reference purpose; the same may be modified as per company’s time & attendance policy) |
| --- | --- |
| Monday to “***Friday/ Saturday”*** | ***9:30 am to 6:30 pm*** |
| Weekly Offs | ***All Sundays, All Saturdays and Sundays, Alternate Saturdays*** |
| Grace Period | ***15 mins*** |
| Late Mark | ***9:45 am to 11:00 am*** |
| Half day | ***9:30 am to 2:00 pm & 2:00 pm to 6:30 pm*** |
| Lunch Break | ***1:30 pm to 2:00 pm*** |
| 2 Tea Breaks | ***10:45 am to 11:00 pm & 4:00 pm to 4:15 pm*** |

Shift 1, 2 & 3 timings can be formulated accordingly in the below format-

| **Particulars** | **Timings** (below timings are for reference purpose; the same may be modified as per company’s time & attendance policy) |
| --- | --- |
| Monday to Friday/ Saturday |  |
| Weekly Offs |  |
| Grace Period |  |
| Late Mark |  |
| Half day |  |
| Lunch Break |  |
| 2 Tea Breaks |  |



www.gspuconsulting.com

***\_\_\_\_\_\_Disclaimer\_\_\_\_\_\_***

*Please note this is a draft Policy prepared by GSPU for your reference. You may amend it suiting to your requirement. GSPU expressly disclaims any liability arising out of the reliance on this draft.*