## Employee time and attendance software policy template

I. Brief & purpose

The purpose of this policy is to provide clear guidelines on the use of [Software Name], our chosen time and attendance software. This software is designed to ensure accurate tracking of employee work hours, leaves, absences, and other related metrics, promoting transparency, fairness, and efficiency in our workplace.

II. Scope

This policy applies to all full-time, part-time, and contractual employees of [Organization Name]. Any personnel required to log their work hours or request leaves must adhere to the guidelines set forth in this document.

III. Logging procedures

**Daily logs:** Employees must log in at the start of their workday and log out at its conclusion. This includes logging the start and end of any breaks or lunch periods.

**Remote work:** Employees working remotely must also adhere to these logging procedures, ensuring their work hours are accurately recorded.

**Late or early entries:** If an employee starts earlier or finishes later than their scheduled hours, they should ensure these hours are correctly logged and provide a brief reason for the deviation.

IV. Leave Management

**Requesting leave:** All leave requests, including sick days, personal days, and vacation time, must be submitted through [Software Name] at least [X days] in advance, unless it's an emergency.

**Approval process:** Managers will review leave requests and provide an approval or denial within [X days]. Employees can check the status of their request within the software.

**Unscheduled absences:** In the event of an emergency or sudden illness, employees should notify their manager directly and log the absence in [Software Name] as soon as possible.

V. Overtime Policy

**Recording overtime:** Any hours worked beyond the standard workday should be recorded as overtime in the software.

**Compensation**: Overtime compensation will be calculated based on [Organization Name]'s existing overtime policy, which is [X times the regular hourly rate].

**Pre-approval:** Overtime must be pre-approved by the respective manager. Any unapproved overtime may not be eligible for the standard overtime compensation rate.

VI. Error Resolution and Discrepancies

**Reporting errors:** If an employee identifies any discrepancies or errors in their time logs, they must report them to their immediate supervisor and the HR department within [X days].

**Correction procedure:** HR will review the reported error, consult with the concerned manager, and make necessary corrections within [X days].

VII. Compliance and Accountability

**Adherence:** Strict adherence to this policy is expected from all employees. Consistent failure to log hours or misuse of [Software Name] may result in disciplinary actions, up to and including termination.

**Audits:** HR will conduct periodic audits of the time and attendance logs to ensure accuracy and compliance.

**Training:** New employees will receive training on [Software Name] as part of their onboarding process. Refresher training sessions will be held annually or as needed.

VIII. Policy Review and Updates

This policy will be reviewed annually by the HR department in collaboration with department heads. Any updates or changes will be communicated to all employees.

By implementing and adhering to this comprehensive Employee Time and Attendance Software Policy, [Organization Name] aims to maintain a transparent and efficient work environment, ensuring all employees are recognized and compensated for their contributions.

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