HUMAN RESOURCES / TASK 1:
ESTABLISHING ATTENDANCE PROCEDURES

VE Departments Involved
Human Resources, Accounting

Time Frame/Month for Activity
Late September / Four Days

Note: A temporary sign-in sheet should be developed until a recording method is put into effect.
Incorporate the completed attendance policy into the Employee Manual.

Outcomes
For New Companies
Employees in this department will:
- Create a recording method to keep track of employees’ absences, lateness, and overtime using Word, Excel, or Access.
- Create a written attendance policy, which includes the number of paid sick days; the penalties for excess absences and lateness; overtime payment and limits; vacation and sick leave guidelines and procedures.
  Note: This policy should be included in the Employee Manual—see Task 5.

For Existing Companies
Review and evaluate the previous attendance policy and recording method. Make necessary adjustments given the success of the recording method, changes in the company, as well as new coordinator and school district rules.

All Companies
- Deliver a presentation that orients new employees to attendance rules and procedures.
- Interface with the accounting department through meetings, memos and e-mails, so the payroll reflects proper employee attendance.
- Create a department workflow chart, which reflects communication between HR and Accounting regarding attendance and lateness procedures.

Activities/Strategies
- Convene a department meeting to discuss attendance policies and procedures. VP/Manager should delegate tasks to accomplish objectives.
- Prepare an agenda and minutes of this meeting.
- Research and review various attendance recording methods and policies.
- Create a draft description of the attendance policy.
- Create a table to record all timesheet/card statistics (this can be done using Word, Excel, or Access)
  Note: See Task 2. Point out that the list of employee names can be used for the employee database.
- Hold a joint HR and Accounting departmental meeting. Have the Accounting Department review the draft recording method, policy and form and suggest additions or modifications. The two departments must decide on the easiest and most logical way to gather, record and transfer the data between departments. Prepare an agenda and minutes for this meeting.
- Write the final version of the attendance policy and recording method and submit for final approval to the coordinator.
- Create a presentation for all employees that outlines attendance and other policies of the company. (See Task 4.)
- At the next staff meeting, deliver a presentation about attendance policies and procedures and distribute a copy of the attendance policy and recording method to each employee.
- Assign an HR employee to review daily attendance/lateness sheets, which he/she must provide to the employee assigned to payroll. The HR employee assigned to review attendance is also responsible for sending correspondence to employees who violate the attendance/lateness policies. When a letter is sent to an employee, a copy should also be sent to the coordinator.
- The assigned HR employee in charge of attendance and payroll employee will meet (either once or twice a month) to verify data (proofing).
- Create a workflow chart that shows the relationship between the HR and Accounting departments to handle attendance.

**Online Follow-Up**
Go to [www.blr.com](http://www.blr.com) to research attendance policies.

**Materials/Resources**
Collect sample forms from HR departments to use as a model.

**Mastery and Assessment**
- Written attendance policy, workable attendance recording procedure (Directed Writing)
- Presentation that clearly explains the policy and procedures to the employees
- Workflow chart
- Payroll forms
- Agenda and meeting minutes