workstream

Employee Time and Attendance Software Policy Template

1. Purpose:

This policy outlines the guidelines and expectations for the use of employee time and attendance software at our organization.

2. Scope:

This policy applies to all employees who are required to use the time and attendance software for tracking their work hours.

3. Policy:

- Employees are required to accurately record their work hours using the designated time and attendance software.
- Any discrepancies or errors in the recorded work hours should be promptly reported to the HR department for resolution.
- Unauthorized access or tampering with the time and attendance software is strictly prohibited.
- Supervisors are responsible for reviewing and approving the work hours recorded by their team members in a timely manner.
- Failure to comply with this policy may result in disciplinary action, up to and including termination.

4. Resources:

For more information on employee time and attendance software best practices, please refer to the Department of Labor's guidelines on timekeeping: [link]

5. Compliance:

All employees are expected to adhere to this policy and any related procedures. Failure to comply may result in disciplinary action.

6. Review:

This policy will be reviewed annually to ensure its effectiveness and relevance to the organization's needs.

7. Approval:

This policy has been approved by the HR department and is effective as of [date].

[End of Policy Template]