

TASK 3: DEVELOPING ATTENDANCE PROCEDURE AND POLICY

Objective

The students are able to:

- Make a recording method to track employees’ absence, tardy and overtime using Word, Excel, or Access.
- Make a written attendance policy, which include the guide and procedure for the number of paid sick leave; penalty for excessive absence and tardy; payment and limit for overtime work; vacation and sick leave.

Introduction

In supporting the company’s performance, the employees are obliged to work in the office at the days and time specified. To manage the employees’ discipline, a procedure for recording the employees’ attendance and a policy regarding attendance are required.

Instrument and Material Preparation

- Laptop/ Computer
- Internet Network

Activities

No	Activities	Duration
1	Department VP and members hold a department meeting to make attendance procedure as follows: <ul style="list-style-type: none"> ▪ Learn the attendance table available at VCI Portal ▪ List the names of all employees into the table. Try to be familiarized and to avoid making any error in completing the table. ▪ The company can use or make another attendance table considered to make it easy for recording. 	20’
2	Then, the VP and members of the department discuss to make an attendance policy. Discuss the following matters and write down the company policy on the approval of the CEO: <ul style="list-style-type: none"> ▪ Working hours (in accordance with the VCI class schedule) ▪ Penalty for excessive absence and lateness. ▪ Payment and limit of overtime work; vacation and sick leave. <i>Note: This policy must be included in the Employee Guide</i>	40’
3	The VP asks the CEO for time to announce the attendance policy and procedure to all employees. After that, the policy can also be socialized via email or discussion group.	10’

Output

- Attendance Policy and Procedure

Internet Activities

- Visit <https://hr.vanderbilt.edu/policies/attendance-punctuality.php> to search for attendance policy.
- Attendance Records Format (VCI Portal)