



**SITE INNOVATIVE  
SERVICES**

# TIME AND ATTENDANCE PROCEDURE

Rev Number	Issue Date	Prepared By	Signature	Client Approval	Date	Signature
1	21/3/2017	E.Zwartkruis				



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## 1. PURPOSE

1. This document outlines the guidelines and expectations for accurately recording Time and Attendance.
2. Site Innovative Services implementation of Time and Attendance through the Point of Sale (POS) is to ensure accurate reporting of hours worked are captured and provided to the finance department in an efficient, cost effective and environmentally friendly manner.
3. Proper record keeping using the POS, is a daily requirement and expectation of Site Innovative Services, (SIS) Catering operations employees.

## 2. SCOPE

1. This procedure applies to all field based employees of Site Innovative Services.

## 3. ABBREVIATIONS

1. **POS** – Point of Sale – KOUNTA operating System
2. **SIS** – Site Innovative Services

## 4. RESPONSIBILITIES

1. All employees must maintain confidentiality with their sign on “Pin Numbers” and are not to disclose them to other members of staff. If employees are found to be signing ‘on’ or ‘off’ for other staff members, disciplinary action will occur.

### 4.1 Managers

1. To ensure all SIS Employees are trained on how to sign in and out of the POS. A Training Guide on Time and Attendance has been created, which can be used to reference, if unsure. This is available on all sites. All employees must review and acknowledge the Time and Attendance Procedure.
2. It is every employee’s responsibility to record their start and finish times on the POS on every shift worked.

### 4.2 Employees

1. Responsible for ensuring all staff are following and adhering to the correct procedures for Time and Attendance.



2. Observation of all practices to ensure that employees maintain confidentiality and fellow staff members are not signing in or out on their behalf.
3. Managers must lead by example to ensure commitment and consistency in following company policies and procedures.

## 5. TRAINING AND COMPETENCY REQUIREMENTS

1. All employees inducted on site must meet the following minimum criteria:

Requirement	Amplifying Comments
Log on name for POS	Employee profile to be created by Head Office
Log on Number on POS	Employee to Change the default pin and create their own unique number
Required to sign in and out on every shift.	Employee is responsible for their own time keeping on POS.
Trained by manager or supervisor on the procedures and guide lines to Time and attendance	Employee to have read and signed procedures acknowledgement form

## 6. SHIFT DUTIES

### 6.1 Start of Shift

1. Employees must select their individual user name. Key in their own unique pin number and select "Start Shift"

### 6.2 End of Shift

1. Employees must select their individual user name. Key in their own unique pin number and select "End Shift"

## 7. REPORTING

1. Should an employee forget to log in or out at a selected shift, they must submit a form of missing Time and Attendance, via email, to Head Office, by close of business every Monday.
2. If employees' miss the cut off time, close of business Monday's, they will not be paid until the following pay week. No exclusions.



## 8. CONTACTS

Position	Name	Company	Phone Number
General Manager	Stefan Finney	Site Services Holdings	0477 331 771 stefan.finney@siteservicesholdings.com.au
Catering Coordinator	Emma Zwartkruis	Site Services Holdings	(08) 9478 5670 emma.zwartkruis@siteservicesholdings.com.au



## ACKNOWLEDGEMENT

This form is to certify that you have:

- Read the Time and Attendance Procedure
- Understand how to apply this to your work
- Know where to locate a copy of the current procedures

Staff Name	Revision Number	Date Read	Signature