

Attendance and Time Sheet Policy- Morfdesk

Morfdesk /Details: Ver 1.1/1st -April-2024



Record of Release:

Ver No.	Modified By	Reviewed By	Authorized By	Release date	Modification Done
1.1	Pooja Sihag	Saurabh Kanwar	Saurabh Kanwar	01-04-2024	This document has been created pursuant to Morfdesk. This document has been derived from the Morfdesk Attendance and Time Policy - version no 1.1 dated 1st April, 2024.

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1. Purpose

- To define a set of rules, procedures, and guidelines around work timings.
- To ensure that employees' time booking via Zoho and Hubstaff is in line with their recorded attendance.
- To also ensure that time recorded for attendance is monitored for compliance.
- To set a uniform procedure in the organization, for ensuring 100% timesheet and attendance compliance.

2. Effective Date

This Policy is effective from 01 April 2024.

3. Scope

- This policy is applicable to all employees on rolls of Morfdesk including trainees and retainers.
- This policy shall apply to any of the designated offices like the Morfdesk Office, Client Office or Home Office as applicable from time to time.

4. Authority and Approval

- The Company Management reserves the right to revise, amend or modify this policy at any time and in any manner as may be prescribed under the applicable law.
- HRSS in consultation with the Compensation & Benefits team would be responsible for maintaining and carrying out subsequent changes/modifications in this policy and communicating appropriately.

5. Attendance

5.1 Attendance Recording Process

Working from	Attendance Recording Process
Morfdesk offices/Satellite offices/Development Centres	The first swipe-in time and last swipe-out time along with any regularized time will be considered as the Employee's attendance for the day.
Client ODC	Net/Total ODC hours along with any regularized time will be considered as the Employee's attendance for the day.
Home	The first time an employee switches on and then off the timer in the Hubstaff software, along with any regularized time, will be considered the employee's attendance for the day.
The attendance records can be viewed in the Attendance recording system(Hubstaff)	

5.2 Guidelines for Recording Attendance

Shift	Attendance Recording
General Shift	Record a minimum attendance time of 40 hrs. per week
Odd Shift	Record a minimum attendance time of 40 hrs. per week
Half Day Working	Record a minimum attendance time of 5 hrs. per day
If the swipe in/out hours show less than 40 hrs(as the case may be) per week, then the employee has the option to regularize his/her attendance by choosing reasons from a predefined list on the attendance recording system.	

- All attendance normalization must be completed on a daily basis.
- Exception reports will be sent to all employees/managers as given below:
 - o Weekly- will be sent by 1st working day of the following week.
 - o Monthly- will be sent by the 1st working day of the following month.

6. Timesheet

- Employees are mandatorily required to book a minimum of 9 hours for a typical working day or a minimum of 5 hours for a half day. Default in the booking timesheet will result in 'Loss of Pay' (LOP).

7. Consequence Management

- All attendance and timesheet records will be closely monitored. Repeat offenders and major discrepancies will warrant disciplinary action. Managers in turn will also need to be vigilant and demonstrate adequate diligence in monitoring attendance, or else disciplinary action can be initiated against them too.

8. Exception Approval

- Any exception to this policy shall be approved by the Director. Exception approval should be routed through the Immediate Reporting Manager.

9. Definitions

Term	Definition
HRSS	HR Shared Services
LOP	Loss of Pay

10. References

- Morfdesk.com> Policies> HR Policies