Important Information on Attendance & Time-Cards!

With the objective of further improving the Time-Card submission process and capturing accurate data, kindly make note of following for adherence with immediate effect:

- Marking of Attendance via ***Biometric Machines*** installed in offices is mandatory for all employees. <mark>– This is the Primary mode of capturing attendance data!</mark>

- While filling Time-Cards, the Hours logged in via the Biometric Machine need to be used as the basis for further break-down of time spent under various tasks.

- Kindly do not fill a default 9 hours as working hours in Time-sheet, it should be as per the Biometric Data.

- Please note for a full days attendance marking 9 hours working are needed & for a Half-Days attendance marking a minimum of 4½ hours working are required. The 9 or 4½ hours include lunch/break time.

- For project level changes in work schedule approval needs to be taken from BU Heads.

- Kindly note while entering time spent under various tasks make note of this illustration, to enter 4 hours and 30 minutes in Time-Card kindly write it as 4.30 and not as 4.50

Important policy guidelines about <mark>**"TIME-CARD SUBMISSION"**</mark>:

For Employees: • Time-Cards are to be submitted on weekly basis <mark>latest by next Monday evening.</mark> (only exception being the last week of the month, where the Time-Card must be submitted by 2pm on Last working day of the week for that month).
For Managers: • Ensure Team-Level compliance of weekly Time-Card submission. • Approve Time-Cards of respective Team-Members on Weekly basis. • The window to approve a week's Team's Time-Card will be till next Friday only. • Exception being the last week of the month, where the Time-Card must be Approved by 5pm on Last working day of the week for that month.
HR will monitor Non-Adherence of timely Submission and Approval of Time-Cards and may withhold Salary for defaulters.
Additionally, also note, • We have web-based Time-Card management system which facilitates remote filling and submission/approval. • Time-Cards follow weekly cycle for each month, i.e. Monday - Sunday depending upon the number of Weeks in a month. • <u>Time-Cards need to be submitted even for Weekly-Offs/Holidays</u>. • We should ensure that Time-Cards are submitted well-in time to the Approving Managers so that some margin is available for changes/corrections in the Time-Sheet.

Updated on 2nd April 2019