

	RESOURCE LIBRARY – HUMAN RESOURCES Attendance Policy	<i>CODE:</i> 04.01.040
		<i>EDITION:</i> 1
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The scope of this policy is to ensure that staff are paid fairly and accurately and to ensure that accurate attendance maintained at more than one level. This policy is applicable to trainees and employees of all categories with the exception of category A

此项政策的范围是确保公平、准确地支付员工工资，并确保多层次保持准确的考勤。这项政策适用于除A类外的各类实习生和员工

All department heads are responsible for maintaining a monthly attendance sheet for all employees at their respective department.

所有部门主管负责保存各自部门所有员工的每月考勤表。

The monthly sheets should be filled, signed by department heads, and submitted on the 23rd of each month to the Finance Department. Those sheets are computerized to generate a final summary for every employee therefore they should be properly filled on the computer and not hands written.

部门主管应填写每月考勤表，在上面签字，并于每月的23日提交财务部。这些考勤表均通过电脑生成每位员工的最终总结，因此，应在电脑上正确地填写这些考勤表，不得手写。

The Finance Department is responsible for verifying the attendance accuracy between the time management machine and the files.

财务部负责核实时间管理机和档案之间的考勤准确性。

The sheet should then be submitted to the General Manager for signature. Once the sequence of approval is obtained, a copy is returned to the respective department and the original is kept at the Accounts Department for the payroll.

然后，将考勤表提交给总经理签名。一旦获得批准顺序，副本将返回到各部门，原件存放在会计部用于工资发放。

The Executive Secretary will maintain the attendance sheet for category A.

行政秘书将保存A类考勤表。