



Procedure for Electronic Time Recording

DOCUMENT CONTROL VERSION & REVISION HISTORY

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Version I	November 2018 (created)	Nov 2018	01 November 2020

Procedure for Electronic Time Recording

Regulations:

These regulations apply to all staff who are required by the Institute to record their times of attendance electronically.

1. All relevant staff must record their arrival at their workplace at the beginning of their working day, and their departure from the workplace at the end of their working day by means of the electronic time and attendance system.
2. In addition, all relevant staff must record the start and end of each lunch break by means of the electronic time and attendance system.
3. It is also a requirement for relevant staff to record their departure and return if they leave the Institute for any reason during the working day e.g. Institute business, medical appointments etc.
4. Failure to record your attendance for any reason i.e. loss of card, forgetting card etc. must be reported to your immediate supervisor.
5. All relevant staff should clock in and out at the machine nearest to their place of work.

Employees are advised that any breach of the items outlined below will be regarded as gross misconduct and will be dealt with under the Institutes Disciplinary Procedures.

- Clocking of attempting to clock in or out for any other employee.
- Not consistently adhering to the required number of clockings per day.
- Being off campus unauthorised whilst clocked in.
- Accumulation of time for non-work related activities i.e. unscheduled breaks.
- Any attempt to tamper with timekeeping hardware or software.
- Falsification of information.
- Attempting to view any other employees timekeeping records without authorisation.

Please be advised: Each employee must ensure that their time and attendance record is up to date and accurate.

DATA PROTECTION NOTICE

Your time record is maintained on the Core HR record management system. This system is accessed by authorised HR personnel. The information is retained on the system indefinitely for pension and other work related purposes. Functional managers have access to your record for administrative purposes.

For further details on your rights in relation to the processing of your personal data please go to www.ait.ie/gdpr

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