

KOMFO ANOKYE TEACHING HOSPITAL



ATTENDANCE AND TIME KEEPING POLICY (BIOMETRIC ATTENDANCE SYSTEM)

1 INTRODUCTION

The Management of Komfo Anokye Teaching Hospital (KATH) with the view to improve efficiency in monitoring attendance, leave records, payment of responsibility allowance and over all working environment has introduced a Biometric Attendance System which is aimed at ultimately replacing the manual system of monitoring attendance in the Hospital. This Biometric Attendance System stores the digital codes made up of staff fingerprints.

Biometric Attendance Verification devices shall be installed across the entire Hospital to avoid long queues and inconvenience during working hours.

Staff will be able to clock in and out their attendance in the devices designated for their directorates/units in the hospital.

2 POLICY STATEMENT

Timely and regular attendance to work is important to patient care and for the efficient operation of the hospital as well as an expectation of performance for all employees. Employees are therefore required to clock in and out of the hospital using Biometric Attendance System indicating when they report for and close from work.

3 PURPOSE

This policy is to establish guidelines and the expectations of employees regarding their attendance and timeliness for reporting to work. It aims at ensuring adequate staffing, positive employee morale and to meet expected productivity standards throughout the hospital.

The rules and policies that shall guide the usage and operation of the system in the hospital are expressed in this document.

- i. This policy sets out KATH standards for the management of timekeeping and attendance for its staff
- ii. To ensure the accurate recording of start and closing times, and to ensure accuracy of the data used as a management tool, all staff are required to register their start and closing times using the Biometric Attendance System

- iii. Employees are individually responsible for ensuring that they arrive at work early enough to enable them begin their work at the stipulated start time. Similarly, employees are required to remain at work at least until the closing time
- iv. Employees will, at times, experience illness or have an occasion to be late for work due to unusual circumstances. This policy attempts to acknowledge both patient and employee concerns. Employees who are frequently absent or who regularly are tardy in reporting for work should expect to receive progressive discipline. It is every employee's responsibility to keep his/her supervisor informed as to when he/she expects to return to work.
- v. Employees who are assigned to work outside the hospital where the biometric attendance system is not available shall be provided a time book to enter their start and closing times. If any information is found to be incorrect later upon verification, then disciplinary action will be initiated against the employee.

4 COVERAGE

This policy covers all KATH-employed staff, KNUST staff who provide services at the hospital, residents from other health facilities pursuing various postgraduate programmes in the hospital and National Service personnel without any exception.

5 USES OF THE DATA

Data captured on the Biometric Attendance System will be used for the following purposes:

- i. To inform payroll of an employee's recorded hours worked for pay purposes; payments such as IGF staff payment, responsibility and management allowance shall be done using records of the biometric attendance system. Report generated by the system shall also be used as a backup for validation of staff for payment of salaries at the end of every month by the Controller & Accountant-General's Department
- ii. In the event of an emergency situation, clocking-in data will be used to create a register of staff who are on site i.e. fire evacuation etc.;
- iii. To monitor employee, start and closing times in accordance with this policy

- iv. To increase employee accountability. The system creates an audit trails which force employees to be accountable to their actions and also be identified when they misuse their time at workplace.
- v. To eliminate “Buddy Punching” employees will not be able to clock in for one another if they are not at work and the issue of time theft which causes the hospital thousands of cedis every year will be eliminated.
- vi. The system can also serve as management tool for decision making at the directorate and central management levels. It can be used for decisions such as fellowship approval, sponsorship for conferences, promotions, allowances for staff etc. This will also increase the quality of managerial decisions.
- vii. The system can also be used for payment of overtime allowances when need be.
- viii. The system can also be linked with the Human Resource Model to plan for staff leave roster.

6 DATA SECURITY

Data captured will be stored on the KATH server with access to this data being restricted to the Heads of ICT and HR Units, Management or any other assigned staff. This will ensure the confidentiality of data captured.

7 SCHEDULED WORK PERIOD

- i. Regular work period is 8.00am to 5:00pm with one (1) hour break.
- ii. Work periods for shifts are:
 - a. Morning: 8:00am – 4:00pm for employees who enjoy two (2) days off per week
 - b. Morning: 8:00am – 2:00pm for employees who enjoy one (1) day off per week
 - c. Afternoon: 2:00pm – 8:00pm
 - d. Night: 8:00pm – 8:00am
 - e. 12 hour-duty per day: 6:00am – 6:00pm for Morning shift and 6:00pm -6:00am for Night shift

8 ROLES & RESPONSIBILITIES

8.1 Top Management

- i. Implement the biometric system for recording time and attendance within KATH
- ii. Ensure that the System is used equitably, consistently and accurately
- iii. Ensure that the data on the System is held in accordance with the Data Protection Act
- iv. Ensure that monthly reports on attendance and timekeeping trends/statistics are generated for management decision
- v. Maintain the system to keep it functioning

8.2 Human Resource Unit

- i. Register employees and train them on the operation and use of the system from day one of their employment
- ii. Disseminate the policy and make copies readily available at all the Directorates/Units for the perusal of staff
- iii. Ensure that it is adhered to and appropriate action is taken where this policy is breached
- iv. Use data generated from the system for HR decisions

8.3 ICT Unit

- i. Ensure that the Biometric Attendance System is kept up to date and is in good working order
- ii. Monitor the system on a regular basis
- iii. Ensure that data captured for all purposes is accurate
- iv. Provide User Guides (with Help contacts) at all areas where the biometric devices (machine) are located

8.4 Directorates/Units Management

- i. Ensure that the policy is adhered to and appropriate action is taken where it is breached

- ii. Ensure that the Biometric Attendance System is kept up to date and in good working order
- iii. Ensure that the staff of the directorate are registered and trained in the operation and use of the system
- iv. Monitoring the system on a regular basis
- v. Generate regular reports on attendance and timekeeping trends/statistics and use for management decision

8.5 Employees

- Read and understand the policy
- Receive training and understand how to use the clocking in system for login in and out of work
- Arrive for work on time and do not leave work earlier than expected without permission
- Clock in and clock out at the beginning and end of each scheduled workday in accordance with training received, using the time and attendance system.

2 OPERATIONAL TEAM

For smooth operations of the system, a five (5) member team comprising the following shall be responsible for managing the system:

- i. Deputy Director-HR/ Representative
- ii. Head ICT
- iii. Representative from Planning, Monitoring and Evaluation Unit
- iv. Representative from Finance
- v. Representative from Technical Services Directorate

The team shall report to the Director of Administration.

2 MONITORING AND FEEDBACK

The system shall be monitored after implementation to make ensure that compliance. Feedback received from the monitoring shall be integrated to make the system function well.

11 REVIEW OF POLICY

This policy may be reviewed to reflect changes at the Hospital or any changes required by Conditions of Service

.....
CHIEF EXECUTIVE

.....
EFFECTIVE DATE