Our Ref: OM-OA/012

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23 March 2005

MEMORANDUM

To : Members of the Staff

From : Tan L S

Subject : **E-Entry for Staff Attendance and Movement Record**

With effect from 1st April 2005, staff attendance and movement entries shall be executed electronically by the respective office Staff as follows:

(A) ATTENDANCE RECORD

1. Daily Sign-In (Reporting) for Work

(i) Immediately upon first arrival at the office during normal working days, the Staff should proceed to his/her own workstation/computer or other available workstation to log in the attendance.

(ii) If the Staff is required to attend meeting, site inspection or the like out of the office first thing in the morning (i.e. not later than 9:00 am), he/she is allowed to sign-in 24 hours in advance from his/her workstation/computer by entering all the pertinent information called for in Appendix 'A'. Advance sign-in is permissible for any consecutive outside appointment.

(iii) If an advance sign-in is already made by the Staff and he/she is unable to return to the office after the first appointment due to unexpected subsequent appointment(s), the Staff concerned shall inform the Admin Staff by telephone accordingly.

(iv) In the event the Staff is taking half-day emergency leave in the morning or is delayed for reporting to work due to unusual circumstances, he/she should notify the office in the manner as already prescribed for such events.

(v) If the scheduled meeting/appointment is to take place after 9:00 am or any later time longer than the Staff's travelling time from his/her home (starting from 8:30 am) to the destination, then the Staff should first report to the office before proceeding to the scheduled meeting/appointment.

2. Daily Sign-Out after Work

(i) After completing work (normal or overtime) for the day, the Staff in the office should sign-out thru their workstations/computers before leaving the office.

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(ii) Should the Staff be unable to sign-out after work from the office due to appointment outside the office, he/she should telephone the Admin Staff to sign-out on his/her behalf. However, this arrangement is applicable only in situation where the Staff is unable to return to the office before 5:30 pm or 12:30 pm if the Staff is on half-day leave in the afternoon for the day. Should the Staff be unable to notify the Admin Staff in time for this, then he/she must inform the Admin Staff the next working day to update his/her attendance record.

(B) MOVEMENT RECORD

1. After reporting to the office for work and the Staff is required to leave the office premises for attendance of meetings, inspections, seminars, medical/dental appointment and the like, including any approved short leave of absence, the Staff should record electronically thru their workstations/computers, their movement from the office in accordance with the following guidelines:

   (i) Before leaving the office premises, record the time and providing all pertinent details called for in Appendix 'A'. Should the Staff leaves the office for consecutive outside appointments, pertinent details for other appointments should also be provided.

   (ii) Should the Staff be unable to return to the office within the estimated time or before the closure of office due to unforeseen circumstances, he/she should inform the Admin Staff by telephone.

2. For approved short duration absence from the office premises for up to 30 min., there is no need to make e-entry.



Tan L S

cc RT/LCT
cc Memo File

enc

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APPENDIX 'A' – INFORMATION REQUIRED FOR STAFF ATTENDANCE/MOVEMENT RECORD

1. Reason for inability to report directly to Office for work **or** leaving the Office premises during normal office hours, where applicable

   - Meeting
     (indicate project no./title & type of meeting) _____
   - Inspection
     (indicate project no./title & type of inspection) _____
   - Seminar/Training
     (indicate topic) _____
   - Consulting Doctor/Dentist
     (Name of Doctor/Clinic/Hospital) _____
   - Attendance to family/personal matter
     (Name of Director with prior knowledge) _____
   - Others _____

2. Meeting/Appointment/Event commencement time _____

3. Estimated time for reporting/returning to Office _____

4. Destination/Venue _____

NOTES:

(a) Consecutive multiple events, where applicable, may be entered in the respective relevant item by numbering the events, venues, times etc.

(b) The signing-out time will be automatically logged at 5:30 pm if no further input from the Staff concerned is received before this time.