Bio Metric Punch in Punch out Policy for Employees (Teaching / Non-Teaching & Grade IV)

Introduction:
The electronic time tracking (bio metric) system allows employees to accurately monitor and keep track of their time in and time out to efficiently process employee time worked and leave taken for monthly payroll purposes. The following guidelines have been created to ensure accurate record keeping and compliance within the University.

Locations of Bio Metric:
Bio metric time clocks are located at designated places for the ease of use by the employees in 1) Administrative Building 2) Newton Building etc and ERP based version of the biometric attendance is accessible by individual employee(s) to view the data on regular basis.

Daily Clock in & Clock out Requirements:
Employees are expected to clock in and out at their regularly scheduled times. Clocking in and clocking out by the employee(s) before the regularly scheduled time is prohibited.

Under certain conditions (such as employee trainings at an off-site location, extracurricular events, etc.) when an employee cannot "clock in" at their worksite, the employee should fill out the OD (On Duty) form to get the prior approval from their reporting authority for onward submission through online ERP to the HR department, failing which the days mentioned in the form shall be counted as LWP (Leave Without Pay).

Multiple Job Codes in terms of Biometric ID & Access Card(s):
Employee(s) should not have such code(s) and multiple access card(s) in his / her possession in any circumstances unless otherwise being sanctioned and communicated in writing from the Management / HR department for an exceptional case.

If an employee is found to be accessible on multiple biometric id and / or access card(s), or have exchanged the code(s) with other fellow employees / peers or anyone within or outside the employee group (intentionally or unintentionally), the code(s) and card(s) shall stand revoked with immediate effect that may lead to a serious disciplinary action including termination from the services of the concerned employee(s).

Falsification, Tampering and Unauthorized Viewing / Accessing:

The following infractions are strictly prohibited and will be considered severe for strict disciplinary action including immediate termination of employees from the services:

1. Any attempt to tamper with timekeeping biometric hardware or software.

2. Punching in or out for an absent or late employee that is "buddy / Proxy punching").

3. Interference with another employee's use of the biometric system.

4. Unauthorized viewing /access of another employee's biometric system.

5. Punching in or out with the smartphone/tablet or through any other app, if any, while not at your job site.

Bio Metric Punch in / Punch out Problems:

If an employee is unable to punch in or out because of bio metric malfunction, networking issues, accidental oversight, human error, skin problem or any other reasons, then it is the employees responsibility to fill in the missed punch form (attached below) to immediately inform to the ERP / IT team to check and rectify the issues within 24 hours from his /her punch in / punch out time.

Once done, the same form should also get approved by the concerned reporting authority such as Vice Chancellor / Registrar / Director / HOD (strictly as per official hierarchy at NIU) before sending the same to the HR department for incorporation of correct monthly attendance.

Note: The error rectification is allowed strictly once in a month – hence there is no scope for multiple entries more than once in a month. Doing so shall lead one day deduction from the monthly payout & considered to be as LWP.

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Employee Monthly Bio Metric Missed Punch Form

Instruction: Mention the missed punch timing below (should not exceed more than once in current month) followed by date and to be approved by your reporting authority:

Employee Name & ID:		Department:

DATE(DD/MM/YY):	TIME IN (AM / PM)	TIME OUT (AM / PM)

Employee Declaration: I hereby declare that the bio metric punches mentioned above represent the detail of missed punches in my time report for current month and total number of miss punches more than once in this month period may lead to block my bio metric attendance. In case of technical error in bio metric machine, I shall escalate / notify the matter to the HR and IT department within 24 hours from the date of my missed punch.

Employee Signature: **Approved By:**   **Head HR:**

Note: For Grade IV employees, HOD / Supervisor shall assist his team member to rectify the issue.

Compensatory Work Time:

Compensatory work time earned is based on hours worked by the concerned employee(s) on listed holiday / gazetted holidays / national holidays / weekly off(s) etc as approved by the concerned reporting authority. Based on this compensatory work time, employee(s) may be eligible to get compensatory off in lieu thereof as per the existing comp off policy.

Overtime:

Any overtime by employee is strictly prohibited at campus. Time worked by an employee that exceeds the employees standard working hours must be approved by the concerned HOD / Reporting Authority prior to the time being worked. All approved overtime will be calculated based on the actual hours recorded and credited to the employee as measured by the bio metric machine and accordingly the compensatory off may be provided to the employee unless otherwise mentioned and communicated in writing to the concerned employee(s).

Absences from Duty:

Employee attendance is extremely important at NIU campus. Management expects employees to strive for perfect attendance and to arrive for work on time. Therefore, an absence from duty or a late start or early logout should be avoided unless there is a genuine emergency.

Adding and removing employees from the bio metric system:

New employees will be added to the bio metric system as soon as the employee(s) join with the University providing the dedicated bio metric id which is unique by nature by HR & IT department. New employees should obtain their ID number prior to beginning work. Guest / Visiting faculties / Ad hoc employees may be assigned to a different bio metric machine / access card where id may be different than that of regular employee(s).

Similarly, when there is a separation from the NIU employment, the bio metric id of the concerned employee should be deactivated and the monthly attendance of the left out employee should be stored into an archive file / folder in the database by the IT team so as to retrieve / access the data for full & final settlement by the HR department etc.

Unreported Working Hours:

Any time spent at NIU campus for working while not clocked in is strictly prohibited. Employees are required to punch in before performing any work and are not permitted to punch out until all work has stopped. Employees that under report or fail to report hours worked are subject to corrective action up to and including termination.

Examples of "working off the clock" may include:

- Forgetting to clock in or out / Voluntarily continuing to work at the end of regular working hours / Taking work home to complete on the weekend or in the evening;

- Checking/Reading/Reviewing work-related emails while away from the office or workplace

Once an employee has clocked in, he/she is responsible for starting work. When the duty has been completed, it is the employee's responsibility to clock out. If an employee leaves the campus due to personal business, the employee must clock out. Employees conducting personal business or simply not working while clocked in may be considered "riding the clock" and could be subject to corrective action up to and including termination.

Policy Amendment / Declaration:

The regulations and procedures in this policy / annexure are subject to change with / without prior notice, if necessary. The Management reserves the sole discretion to make exceptions, change rules and other requirements as it may deem fit from time to time.

Approved By:

Ashis Chakrabortty
(Head – HR)