STANDARD OPERATING PROCEDURE (SOP)
BIOMETRIC ATTENDANCE SYSTEM

Purpose

This SOP outlines the process for installing and configuring, the Biometric Attendance System. It ensures accuracy and reliability in attendance tracking and helps in maintaining discipline and punctuality among employees.

Scope

This SOP applies to all employees and subordinate offices required to use the biometric attendance system.

Definitions

- **Biometric System:** A technology that uses employees' unique physical characteristics, such as fingerprints, to verify identity and record attendance.
- **Employee:** Any person employed by the department on a regular or contract basis.

Responsibilities

S#	Task	Responsibility
1	Overall management of the biometric attendance system, including setup, maintenance, and report generation.	Focal Person of PMRU/Admin Section

- **Focal Person of PMRU/Admin Section:** Responsible for the overall management of the biometric attendance system, including setup, maintenance, and report generation.
- **Focal Person of PMRU:** Responsible for the technical aspects of the biometric system, including installation, troubleshooting, and software updates.
- **Employees:** Responsible for accurately recording their attendance using the biometric system as per the defined procedure.
- **Focal Person of PMRU:** Responsible for marking leaves in the MIS system.

Procedure

1. **System Setup and Installation**

   1.1. Prerequisites:
   o Ensure that all necessary software packages and services have been downloaded from the provided Google Drive link.
   o The biometric device and the computer system or laptop should be on the same network.
   o The biometric device and PC are connected to single router and device has been assigned appropriate IP (Same Gateway)

1.2. Install ZKTeco Software:
o Download the ZKTeco software from the provided Google Drive link.
o Install the ZKTeco software on the designated computer system or laptop.
o Follow the installation instructions provided in the software package.

1.3. Device Configuration:
o Connect the ZKTeco biometric device and the computer system or laptop   tothe network (connect both to a single router through ethernet cable).
o Configure the device settings as per the instructions in the ZKTeco manual.

1.4. Software Configuration:
o Open the ZKTeco software on the computer.
o Add the biometric device to the software and ensure it is correctly synchronized.(Follow the video tutorial instructions)
o Test the connection to confirm the device is communicating with the software.

2. Employee Enrolment and Data Sync

2.1. Employee Enrolment:
o Register each employee's fingerprint on the biometric device.
o Ensure to assign the MISID (MIS Portal Generates a unique Id for every employee, use that Id) of each employee during thumb registration in the device.
o The Focal Person can obtain the MIS IDs of individual employees from the PMRU HRMIS.
o Only the unique MIS ID of the employee should be entered in the Biometric Device during registration, otherwise the employee record will not be matched with his/her profile on the portal
o Make sure to download all data on the ZKTeco software installed on the system
o Connect the device every time a new employee is registered. Otherwise, the live data of newly registered employees will not sync with the MIS Portal.

2.2. Data Sync:
o Regularly download and sync all attendance data through the ZKTeco Software. Ensure the data is accurate and complete.

2.3. Integration with Online MIS:
o Download and install the windows service provided to integrate data with the online MIS from the Google Drive link.
o Run the service to ensure the data from the ZKTeco system is synchronized with the online MIS.
o Verify that the data is correctly uploaded to the online MIS.

3. Recording Attendance

3.1. Clock-In Procedure:
o Employees must use the ZKTeco biometric system to clock in at the beginning of their work shift.
o Place the finger on the fingerprint scanner.
o Wait for the system to confirm successful recording of attendance.

3.2. Clock-Out Procedure:
o Employees must use the ZKTeco biometric system to clock out at the end of their work shift.
o Follow the same procedure as clocking in.

3.3. Breaks and Lunch:
o   Employees are not required to clock in/out for breaks and lunch unless specified by the HR policy.

4. Attendance Management

4.1. Monitoring Attendance:
o   Admin Section will monitor attendance records daily to identify any discrepancies or issues.
o   In case of system failure, manual attendance logs will be maintained temporarily.

4.2. Handling Discrepancies:
o   Employees must report any issues with their attendance records to Focal Persons within 24 hours.
o   Focal Persons will investigate and resolve the issue promptly.

4.3. Leave and Absence Management:
o   Leaves should be marked by the Focal Person of PMRU from the MIS system.
o   If a leave is not marked on the MIS, the employee will be considered absent.

4.4. Report Generation:
o   Focal Persons/Admin Section will generate attendance reports on a weekly and monthly basis.
o   Reports will be reviewed for accuracy and used for payroll processing.

5. Compliance and Security

5.1. Data Privacy:
o   Employee biometric data will be stored securely and used only for attendance purposes.
o   Access to biometric data will be restricted to authorized personnel only.

5.2. Compliance:
o   Ensure compliance with relevant E&D rules and data protection regulations.
o   Regular audits will be conducted to ensure the system's integrity and compliance.

6. System Maintenance

6.1. Biometric Service:
Ensure the Biometric Service is running in the background by checking from the Windows Services section.

Training

*   All employees will be trained on the proper use of the biometric attendance system during their orientation.
*   Refresher training sessions will be conducted periodically to address any issues and update employees on new procedures.

Review and Updates

This SOP will be reviewed annually and updated as necessary to reflect changes in technology or company policies.

Additional Resources

All screenshots, video tutorials on how to install and configure the system, and all necessary files/packages and software are available on this Google Drive link.

URL: www.bas.pmrugb.gov.pk

This SOP has been issued with approval of the competent authority.
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