

Timesheet & Attendance Management

Staffing & Recruitment

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This guide explains what the tool produces, how to use the output, and what to watch for. The actual output (draft/report) is generated on the tool page.

Background

Designs a timesheet and attendance process for deployed staff — capture, client approval, exceptions and the link to billing and payroll. Use it to bill and pay correctly and on time. For payroll use the Payroll Processing SOP.

Purpose of this tool & output

Capture attendance to bill and pay accurately

How the output is used

Use it to capture attendance to bill and pay accurately — a timesheet and attendance management approach that ties billing to pay.

Important cautions

Attendance is the basis for both client billing and employee pay — they must reconcile, and delayed client approval delays invoicing and cash flow. Automate capture where possible and get timely client sign-off. Keep attendance records for compliance.

Companion documents

- Deployment & Onboarding SOP
- Employer-of-Record / Payroll Compliance Guide
- Contract Workforce Management Plan
- Replacement & Backfill Policy
- Deployed Staff Welfare & Grievance
- Site / Principal-Employer Compliance

This is AI-assisted guidance. Verify with a qualified professional before any binding decision. Fees, authorities and processes vary by state and change over time — confirm with your state authority.