

## Specification of Competency Standards for the Logistics Industry

### Unit of Competency

1. Title	Monitor attendance records
2. Code	LOCUOM304A
3. Range	This unit of competency is applicable to logistics service providers. Practitioners should be capable of monitoring and processing attendance records with reference to relevant human resources policy, and operating procedures.
4. Level	3
5. Credit	3 (for reference only)
6. Competency	<p style="text-align: center;"><u>Performance Requirements:</u></p> <p>6.1 Relevant knowledge of monitoring attendance records</p> <ul style="list-style-type: none"><li>• Know about relevant principles of human resources management</li><li>• Understand business operations of logistics related industries</li><li>• Understand company policy and procedures</li></ul> <p>6.2.1 Monitor attendance records</p> <ul style="list-style-type: none"><li>• Access, check and document hours worked as recorded for each employee on a prescribed time basis</li><li>• Follow up employee record cards or other daily time records showing hours of absent to ensure authorised absences are accurately recorded</li><li>• Follow up employee daily time sheets showing additional hours worked to determine whether additional payments are authorised</li><li>• Notify unauthorised absences to appropriate personnel on a timely basis to ensure follow-up action is initiated</li><li>• Receive, check, and process employee attendance sheets to ensure accurate employee records are maintained</li></ul> <p>6.2.2 Process attendance records</p> <ul style="list-style-type: none"><li>• Identify, confirm, and notify unexplained absences for follow-up actions</li><li>• Check and forward timesheets to payroll department for follow-up actions</li><li>• Check and redistribute employee record cards or other identification systems requirements on a timely basis</li></ul>
7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"><li>• Capable of monitoring attendance records</li><li>• Capable of processing attendance records</li></ul>
8. Remarks	