Specification of Competency Standards of the Retail Industry
Unit of Competency

Functional Area: Human Resource Management & Development

Title	Record and verify staff attendance information
Code	105000L2
Range	This unit of competency (UoC) is applicable to human resources management staff in the retail industry. It covers the abilities to correctly record, verify and handle staff attendance information according to the Minimum Wage Ordinance.
Level	2
Credit	6 (for reference only)

Competency	Performance Requirements
	1. Knowledge of staff attendance record
	• Understand the organization's policy and procedures for staff attendance arrangement
	• Understand ordinances relevant to the handling and keeping of staff records; including:
	  • Employment Ordinance
	  • Mandatory Provident Fund Schemes Ordinance
	  • Minimum Wage Ordinance
	  • Personal Data (Privacy) Ordinance
	• Understand what staff information and attendance record to keep, such as:
	  • Personal information
	  • Training records
	  • Records of sick leave and medical claims
	  • Body check records
	  • Hours / Days of work
	  • Shifts and overtime records
	  • Written records of disciplinary procedures (e.g. lateness, early leave, absenteeism, etc.)
	  • Staff appraisal report
	• Understand the importance of keeping staff information, including the attendance record, properly
	• Understand the liabilities for improper keeping and handling of staff information
	2. Record and verify staff attendance
	• Handle staff attendance records during personnel management routines according to corporate and legal requirements, including:
	  • Shifts attended within the recording period (morning, afternoon or night shift)
	  • Number of hours or days attended within the recording period
	  • Accrued salary payment within the recording period
	  • Overtime or insufficient working hours
	  • Workplace/shop, etc.
	• Verify content of the staff attendance record, including whether or not:
	  • It is signed and confirmed by the employee
	  • It is verified and endorse by management
	  • Its attendance data and salary calculation are correct
	• When a problem is found in the staff attendance record, follow it up according to established procedures, including:
	  • Clarifying with the employee / management concerned
	  • Re-calculating and correcting the record
	  • Reporting to the higher level
	• Maintain all the staff attendance records properly for future reference
	3. Exhibit professionalism
	• Ensure that the staff attendance records and related information comply with the Minimum Wage Ordinance

Assessment Criteria	The integrated outcome requirements of this UoC are the abilities to: • Correctly record, verify and handle staff attendance information according to corporate and legal requirements; and • Maintain all staff attendance records properly for future reference.
Remark	