

Specification of Competency Standards
for the Retail Industry
Unit of Competency

Functional Area - Human Resource Management & Development

Title	Record and verify staff attendance information
Code	111371L2
Range	This unit of competency (UoC) is applicable to human resources management staff in the retail industry. Practitioners have the ability to record, verify and handle staff attendance information according to the Minimum Wage Ordinance.
Level	2
Credit	6 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Understand the knowledge of staff attendance record</p> <ul style="list-style-type: none"> • Understand the organisation's policy and procedures for staff attendance arrangement • Understand ordinances relevant to the handling and keeping of staff records; including: <ul style="list-style-type: none"> ○ 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: <ul style="list-style-type: none"> ○ 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) ○ Staff appraisal report • Understand the importance of keeping staff information, including the attendance record • Understand the legal liabilities for failing to keep and handle staff information according to relevant legal requirements <p>2. Record and verify staff attendance information</p> <ul style="list-style-type: none"> • Handle staff attendance records during personnel management routines according to corporate and legal requirements, including: <ul style="list-style-type: none"> ○ 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: <ul style="list-style-type: none"> ○ 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: <ul style="list-style-type: none"> ○ Clarifying with the employee / management concerned ○ Re-calculating and correcting the record ○ Reporting to the higher level • Maintain all the staff attendance records for future reference

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	<p>3. Exhibit professionalism</p> <ul style="list-style-type: none">• Ensure that the staff attendance records and related information comply with the Minimum Wage Ordinance
Assessment Criteria	<p>The integrated outcome requirements of this UoC are the abilities to:</p> <ul style="list-style-type: none">• Record, verify and handle staff attendance information according to corporate and legal requirements; and• Maintain all staff attendance records according to the provisions of the organisation and relevant legal requirements for future reference.
Remark	<p>This UoC is adopted from 105000L2.</p>