

## TIME AND ATTENDANCE MANAGEMENT

<b>Start Date:</b>	23/11/2026	<b>End Date:</b>	27/11/2026
<b>Categories:</b>	Human Resources	<b>Venues:</b>	Madrid
<b>Formats:</b>	In Person	<b>Instructors:</b>	

### OVERVIEW

Accurate time and attendance is the basis of fair pay, compliance, and discipline. This program covers how to administer attendance, shifts, and exceptions in line with labour law and company policy. Participants build the practical skills to run the attendance function correctly, manage exceptions, and connect attendance data to payroll and disciplinary action.

### OBJECTIVES

By the end of this course, participants will be able to: - Administer time and attendance accurately - Apply attendance and shift policies consistently - Manage exceptions and corrections - Align attendance handling with labour law - Link attendance data to payroll - Use attendance records to support decisions

### COURSE OUTLINE

1- The Time and Attendance Function 2- Attendance and Shift Policies 3- Recording and Tracking Attendance 4- Shift Patterns and Rosters 5- Managing Exceptions and Corrections 6- Labour Law Requirements 7- Overtime and Working Hours 8- Link to Payroll 9- Attendance Data and Reporting 10- Identifying Patterns and Issues 11- Supporting Disciplinary Decisions 12- Systems and Automation

### TARGET AUDIENCE

HR and administrative staff responsible for time and attendance.

### METHODOLOGY

Delivery uses sample attendance data and exception scenarios. Participants practice corrections, reporting, and aligning records with policy and law across the week.

### CONCLUSION

Participants leave able to run the time and attendance function accurately and to use the data correctly for payroll and disciplinary decisions.

## DAILY AGENDA

### **Day 1: The Time and Attendance Function**

Introduces the time and attendance function, attendance and shift policies, and the systems and processes for recording and tracking attendance accurately.

### **Day 2: Shift Patterns, Rosters and Exception Management**

Covers shift pattern structures, roster management, and the process for managing exceptions and making corrections within the attendance system.

### **Day 3: Labour Law, Overtime and Working Hours**

Examines the labour law requirements governing working hours, overtime entitlements, and rest period obligations that frame attendance administration.

### **Day 4: Payroll Link, Data and Reporting**

Covers the link between attendance records and payroll processing, attendance data reporting, and identifying patterns and issues in attendance data.

### **Day 5: Disciplinary Support, Systems and Applied Practice**

Focuses on using attendance records to support disciplinary decisions, an overview of attendance system automation, and applied exception-handling exercises.

Page 2 of 3

For more information, please contact us:

Email: [info@gatewayconsulting.com](mailto:info@gatewayconsulting.com) | Phone: +96522968641

<https://gatewayconsulting.com>