

CLOCK SYSTEM : GOOD PRACTICE

The downloading and processing of clock data have no binding prescribed rules, but we strongly suggest that clock data be downloaded and processed on a weekly basis.

Even where a monthly pay period is applicable, it is good practice to download clock data on a weekly basis.

It is possible for memory modules to become corrupted or even get lost, and you will be losing all the clock data.

Typical problems that may occur is where employees are absent from work or on leave with the consent of their supervisor, but the Pay Office is not informed of the arrangement. This means that time may be wasted when processing data and preparing payslips.

Weekly downloading and processing of clock data will ensure that month-end runs smoothly.