بسم الله الرحمن الرحيم

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KAIMOO

Wednesday, January 2, 2019.

TO: TEAM HEAD OFFICE

FROM: HR DEPARTMENT

REF NO: /KT/2019

SUBJECT: CHANGE IN THE PROCEDURE FOR MAINTAINING ATTENDANCE RELATED FORMS

Happy New Year 2019 and thank you very much for your support and assistance given at all times.

The Leave Application and other attendance/absence related forms are currently kept with the HR Department. This is filled and submitted to HR closer to the cut off date for monthly salary payments. In doing this, we notice that it delays the salary preparation and payment on time.

In order to ease the process, effective today, please keep such forms with you. On a daily basis, HR will download the attendance of the previous day and email the staff and HOD of any missing attendance records. Upon receiving the email, we appreciate that you fill the necessary form, get the approval of HOD and submit to HR on the same day, so we can update the attendance accordingly. After updating, HR will return the form to the respective team member.

This change is brought for the purpose of updating attendance/absence records daily so that salary payments are made on time and will also reduce technical issues on the payroll software.

All team members are requested to follow the Attendance Policy No: HRPP001/2013. You can view the policy on the HR Portal.

HOD's are kindly requested to ensure that HR receives the details on time.

Should you have any clarification or comments, do let us know.

Effective date: 2nd January 2019

Thank you.
Yours sincerely

Afrah Mohamed
Manager, Human Resources