

To: All Staff Members

From: Management

Date: [Insert Date]

Subject: Policy Reminder Regarding Buddy Punching and Timekeeping Integrity

Dear Team,

This letter serves as a formal reminder regarding our company's attendance policies and the proper use of our automated timekeeping system. It has come to the attention of management that there are potential vulnerabilities within our current processes, specifically concerning the practice of "buddy punching."

Definition of Buddy Punching:

Buddy punching occurs when one employee records time or "clocks in/out" for another employee who is not physically present at the workstation or the facility. This is a form of time theft and a serious violation of company policy.

Policy Requirements:

- Each employee must personally log their own start times, break times, and end-of-shift times.
- Sharing login credentials, passwords, or access cards for the timekeeping system is strictly prohibited.
- Any discrepancies or errors in time logs must be reported immediately to a supervisor for manual correction.

Consequences of Non-Compliance:

Falsifying time records is a breach of the employment contract. Any employee found to be engaging in buddy punching-including both the individual clocking in for another and the individual who requested it-will be subject to disciplinary action, up to and including immediate termination of employment.

System Security:

We are currently auditing our automated systems to close security gaps. Please ensure your access credentials remain confidential. If you notice any technical vulnerabilities in the timekeeping software, you are encouraged to report them to the IT department or HR immediately.

Our goal is to ensure a fair and accurate payroll process for every member of the team. We appreciate your cooperation in maintaining the integrity of our workplace records.

Sincerely,

[Name/Signature]
[Title]
[Company Name]