

ERL Maintenance Support Sdn Bhd

Co. Reg. No. 199901023674 (498574-T)

MEMORANDUM

To: All Staff	Originator:	Suriani / Azmizam
	Department:	Human Resource
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 Reference Number:
 OMH.STF.M11700.23935

 Date:
 26th December 2023

REMINDER – DAILY SIGN IN AND SIGN OUT AT DESIGNATED PLACE

References are made to the followings:

- Our memo on New Work Hours & Time -Office Based [ref. no OMH.STF.M11750.23934] dated 26th December 2023.
- Our memo on the same subject matter [ref. no. OMH.STF.M11700.18421] dated 15th February 2017 and other various memo and email reminders on the same.
- Anticipation of a new leave system to be implemented in 2024, which will be linked to the current attendance [ELID] system. This new system will capture all attendance and work schedules; and map/connect information from the current attendance system [ELID]. Further information detailed processes will be communicated in due time when the new system is implemented.

This memo serves as a reminder that it is **MANDATORY** requirement for all employees to do the followings. HODs will be required to justify the department's attendance [sign in/out and/ or at non-designated reader] inconsistencies.

- Sign In** [when reporting to work] and **Sign Out** [when finishes work] by flashing your Security Access Card/ID daily.
 - This action will affect the requirement of you meeting the required work hours and/or any other additional work done which require any kind of payment/compensation
 - Overtime payment or any kind of compensation will be affected if there is no sign in or out
- Sign In and Sign Out at DESIGNATED time reader**
 - Office based employees working at KRU - are to sign in and sign out at Admin Building or Maintenance Workshop** time reader and NOT at any other stations/reader.
 - Employees are NOT ALLOWED to sign in/ out at other time reader NOT DESIGNATED for them e.g. An office based employee sign in/ out at time reader located at other stations.
 - You are ONLY allowed to sign in at other reader in the event you are required to attend to work related matters within work hours. This are to be notified to the HOD/CEO (for HODs) via the outlook calendar.
 - Justification will be required for signing in or out at other stations/reader without valid reasons.

We anticipate that all employees will positively commit to the above requirements and be responsible towards your own work responsibilities. Kindly refer to Employee Handbook [ref. no.: G00.OMH.M11750.ZG.0001.*.] and Industrial Relations Procedure [ref. no.: G00.OMH.M11780.ZP.0001.*.] on attendance, responsibilities, leaving your work station earlier

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than your working time, loitering or lingering or signing out at non designated time readers and other list of misconducts.

Ignorance is not an excuse to non-adherence to the company's rules and regulation. Failure to comply may subject to disciplinary action.

Thank you.

Sincerely,



Suriani Farisa Md Isa
Senior Manager, Human Resource

Concurred by,



f **Thomas Baake**
Chief Executive Officer

Attachments: none
cc: none