

Hybrid Attendance Setup Checklist (Bangladesh)

Check what to set up before you start hybrid attendance. Made for HR, admin and operations managers.

Tick each box when it is done. Write the owner and the date next to any item you leave open. Use it for office, home and field teams in one plan.

Remember: a missing office check-in does not always mean absence. The person may be on leave, on a holiday or on an approved exception. A record may also be missing. Records show check-in data. They do not prove productivity.

1 Choose a model for each group

Model	Who it suits	How they check in
Office Anchor	Office and branch staff	Office device, plus approved remote check-in on remote days
Flexible Core	Flexible office teams	Check-in under the working rules you set
Remote Verified	Staff who work from home	Approved mobile check-in
Field and Site	Sales and site staff	Mobile check-in or site-based attendance

- ☐ List every employee group: office, hybrid, remote and field.
- ☐ Pick one model for each group.
- ☐ Tell each group which model applies to them.

2 Write rules for office, home and field

- ☐ State the required office days for each team, if any.
- ☐ State how people record attendance on home days.
- ☐ State how field staff record each visit or site day.
- ☐ Name who approves exceptions, such as leave or a changed location.

3 Set up mobile check-in

- ☐ Confirm every employee has a phone that can run the check-in app.
- ☐ Give each person their own login.
- ☐ Decide what the check-in records, for example time and place.
- ☐ Run a short test with one team before the full start.
- ☐ Show staff what to do when the phone has no signal.

4 Set working hours and shifts

- ☐ Set standard hours and shifts for each group.
- ☐ For flexible teams, set core hours. These are the hours when staff must be available.
- ☐ Set how late is late, and how a late check-in is handled.
- ☐ Check your hours plan against the Bangladesh Labour Act 2006 limits with your legal adviser.

5 Approve locations and think about geofencing

- ☐ List the approved places: offices, branches, client sites and, if allowed, homes.
- ☐ Decide if check-in must happen inside an approved place. This is the idea of geofencing.
- ☐ Check that your system supports the location rule you want before you promise it to staff.
- ☐ Decide what happens when someone works from a new place for a day.
- ☐ Decide who can add or change an approved place.

6 Handle missed check-ins and manager approval

- ☐ Set a deadline to report a missed or wrong check-in, for example 24 hours.
- ☐ Set who approves a correction: the line manager, then HR.
- ☐ Ask for a short reason with every correction.
- ☐ Keep a record of who changed what, and when.
- ☐ Check leave, holidays and exceptions before you mark anyone absent.

7 Protect employee privacy and data

- ☐ Tell staff what data you collect, such as time, place or a photo, and why.
- ☐ Collect only what you need for attendance.
- ☐ Set how long you keep the data, and who can see it.
- ☐ Record employee consent, and add a way to ask questions or raise a concern.
- ☐ Consent alone may not meet every legal duty. Check the Personal Data Protection Act 2026 with your legal adviser.

8 Review attendance every month

- ☐ Check missing check-ins and open corrections before month end.
- ☐ Compare office days with the rule for each team.
- ☐ Look for patterns: repeated misses, one site, one device or one manager.
- ☐ Correct records and get approvals before payroll starts.
- ☐ Note what to change in the rules next month.

This checklist gives general advice and estimates. It is not legal advice. Check your own rules with your legal or payroll adviser.