

REGENT™

How to clock in & out Guideline

REGENT HONG KONG

DEC 9TH, 2022

No. of times of clock in/out and location

Sequence	On Duty	Off Duty
1.	Staff entrance (with temperature measurement)	Designated time attendance recording machine
2	Designated time attendance recording machine	Staff entrance

Location of designated clock in/out device for time attendance recording

Designated clock station of each department

Department	Location for 2 nd clock in
Security	Inside Regent Service Centre
Regent Service Centre	
Front Office	
Commercial	
F&B – Admin	
Kitchen - General	
IT	
Finance	
Executive Office	

Designated clock station of each department

Department	Location for 2 nd clock in
Kitchen – Banquet & Preparation Kitchen	Outside Pastry
Kitchen – Pastry	
Kitchen – Yan Toh Heen	
F&B – Yan Toh Heen	
Purchasing	

Designated clock station of each department

Department	Location for 2 nd clock in
Kitchen – Steak House Kitchen	Steak House Kitchen corridor
F&B – The Steak House	

Designated clock station of each department

Department	Location for 2 nd clock in
Kitchen – Bar & Lobby Lounge Kitchen	Harbourside Kitchen Corridor
Kitchen – Chopsticks Kitchen	
Kitchen – Harbourside Kitchen	
Kitchen – Chinese Main Kitchen	
Kitchen – IRD Kitchen	
Kitchen – Lobby Lounge Kitchen	
F&B – Lobby Lounge	
F&B – Harbourside	
F&B - Stewarding	
F&B – IRD	
F&B – Pool	
F&B - Banquet	

Designated clock station of each department

Department	Location for 2 nd clock in
Housekeeping – General	Outside Housekeeping office
Housekeeping – RA	
Housekeeping – PA	
Revenue Management & Reservations	

Designated clock station of each department

Department	Location for 2 nd clock in
Laundry	Inside Laundry
Uniform & Linen	

Designated clock station of each department

Department	Location for 2 nd clock in
Engineering	Inside Engineering Office

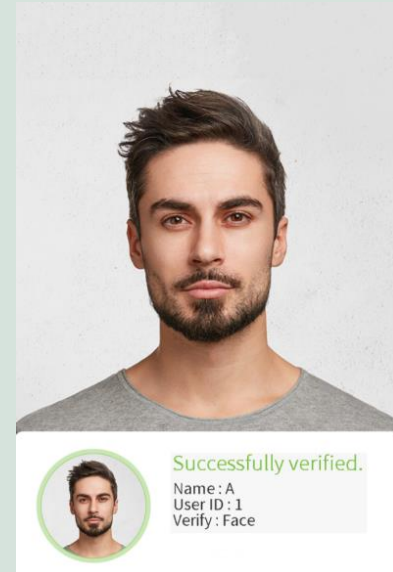
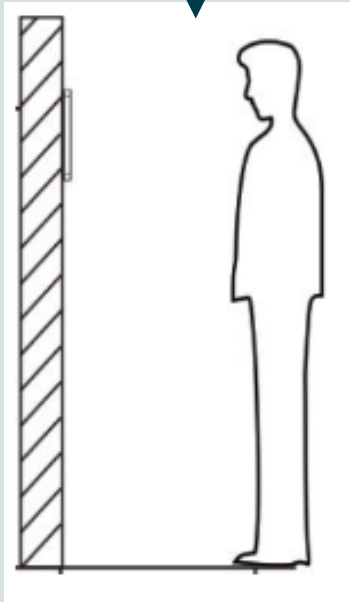
Face Verification in Canteen

Staff must conduct face verification each time when having meal in canteen.



How to do face verification

1	2	3
Stand in front of the clock in/out device with a distance of approximately 0.3m.	Face the camera and stay still. Keep your face at the centre of the screen.	A prompt box of “successfully verified” will pop out



THANK YOU



THIS IS REGENT®.