LANTAOWORK

www.lantaowork.com

SOCIAL COMPLIANCE · WORKING HOURS

Working-Hours Variance Tracker

Weekly hours evidence against the 48-hour regular limit, the 60-hour total cap and the 1-in-7 rest day.

Version 1.0 Last updated: November 18, 2026

DISCLAIMER

A preparation worksheet, not an audit certificate or legal advice. SMETA scope, report validity and corrective-action requirements are set by Sedex, the appointed audit firm and your buyers. Confirm every field against your own compliance policy and the current official SMETA guidance before you rely on it.

SPEC-SMETA-02 · Version 1.0 · Weekly hours evidence pack

Limits to Track

LIMIT	BASIS	WHAT TO CHECK
48 hours	Regular weekly hours, ETI Base Code and ILO C1	Timecards excluding overtime
60 hours	Total weekly hours including overtime	Regular plus approved overtime
1 in 7	Rest day entitlement	Attendance records by week
Local law	Daily and weekly overtime caps	Applicable national or regional rule
Voluntary	Overtime consent	Signed consent or roster acknowledgement

Site and Period

FIELD	ENTRY
Site legal name	
Sedex site ID	
Tracking period	
Peak season?	
Prepared by / date	
Reviewed by / date	

Weekly Tracker

Complete one row per week. A single over-60 week is a finding even when the monthly average looks normal.

WEEK ENDING	HEAD-COUNT	REGULAR H	OT H	TOTAL H	OVER 60?	REST DAY?	NOTES

Variance Analysis

WEEK	PLANNED H	ACTUAL H	VARIANCE	ROOT CAUSE	CORRECTION	OWNER

Escalation Rules

Any week over 60 hours: stop the schedule, record the cause and correct the roster before the next shift.

Repeated weeks over 48 regular hours: treat it as a planning failure rather than a worker failure.

Manual timecard edits: keep the original, the correction and the approver together.

Off-ledger payments: disclose them in the exception log before the auditor finds them in an interview.

Evidence to Keep

- □ Timecards and attendance sheets by week and worker ID.
- □ Overtime approvals with dates and names.
- □ Rest-day rosters and leave records.
- □ Payroll totals that reconcile to the hours above.

lantaowork.com

LANTAOWORK HOURS

Hours drift before audits do.

Send one month of timecards and payroll totals — the variance pattern and the records to fix first are returned in one day.

CONTACT US

Website	www.lantaowork.com
Email	info@lantaowork.com
Office	Hangang Sci & Tech Industrial Park, Jintan Road, Dongxihu District, Wuhan, Hubei, China

Request a free, transparent quote: https://www.lantaowork.com/contact-us/