

iGROW COACHING FORM

Full Name: Marlon Marsonia	Date: Apr 1, 2025 - May 1, 2025
Employee No.: 5585	Immediate Supervisor: Georgeitte Jane Singson

Issue / Goal - What is the issue and goal of the coaching session?

Issue: On the Wednesday shift, April 30, 2025, it was noted that you did not punch IN for your scheduled shift. Upon follow-up, you mentioned to your trainer that you intentionally did not time in because you were already five minutes late.

Please find the attached supporting document:

Employee ID	5585		
Fullname	Marsonia, Marlon		
Company	IPLOY, OPC	Location	CEB-Montage
Department	IPLOY	Section	Veronica Shar Mandal
Year	Month	Day	
2025	April	-All Day-	

DATE	TYPE	DEVICE
2025-04-29 21:00:00	IN	0
2025-04-29 23:31:00	FIRST_BREAK_OUT	0
2025-04-29 23:54:00	FIRST_BREAK_IN	0
2025-04-30 02:01:00	LUNCH_OUT	0
2025-04-30 02:52:00	LUNCH_IN	0
2025-04-30 06:00:00	OUT	0
2025-04-30 23:30:00	FIRST_BREAK_OUT	0
2025-04-30 23:55:00	FIRST_BREAK_OUT	0

Goal: all employees and trainees are expected to adhere to the company's attendance monitoring procedures. The timekeeping system is in place to ensure accurate records and accountability. Failing to punch in, regardless of the reason, is considered a violation of this policy. It is important to follow proper procedures even when running late, as failing to do so may lead to further administrative action.

Reality / Options – Root Cause Analysis and Agent's Feedback



The reason why I did not punch in because I really thought that our trainer will also dispute since we are under training session. And one thing why I am late because of the heavy traffic due to more accident during that time.

Way Forward – Action Plan and Setting Proper Expectations

Moving forward, that next time whenever it's late I will still punch in so that it will not affect to my salary. And I will make it sure to come early in office so that at the end my attendance will be perfect.

iPloy Incorporated
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Employee Signature: 	Date: 05/02/2025
Supervisor Signature: 	Date: 5/2/2025