

Overview Video

<https://www.youtube.com/embed/XPg22161oLA>

Step-by-Step Tutorial Guide

Step 1: Open Individual Attendance

1. Log in to the TankhaPay Business Portal.
2. From the left-side navigation menu, click on **Attendance Management**.
3. Select **Attendance Individually**.

The Individual Attendance page displays attendance records employee-wise.

Step 2: Search for an Employee

1. Use the search or filter section at the top of the page.
2. Select or enter:
 - Employee Name
 - Employee ID (if applicable)
 - Department
 - Branch
3. Click **Search**.

The system displays attendance records for the selected employee.

Step 3: Select the Attendance Date

1. Click on the **Date** or **Attendance Period** field.
2. Select the required date or date range.
3. Apply the filter.

This allows you to review attendance for a specific day or period.

Step 4: Review Attendance Details

The attendance record displays information such as:

- Employee Name
- Attendance Date
- Attendance Status
- Shift Name
- Punch-In Time
- Punch-Out Time
- Total Working Hours
- Late Arrival or Early Exit (if applicable)

Review the attendance details for accuracy.

Step 5: Verify Punch-In and Punch-Out Records

1. Check the recorded punch timings.

2. Verify:

- First Punch-In
- Last Punch-Out
- Total Hours Worked
- Shift Timing

This helps ensure attendance has been captured correctly.

Step 6: Edit Attendance (If Required)

1. Locate the attendance record that needs correction.
2. Click the **Edit** icon.
3. Update the required fields, such as:
 - Attendance Status
 - Punch-In Time
 - Punch-Out Time
 - Working Hours
4. Review the updated information.

Editing attendance helps correct manual errors or missing entries.

Step 7: Regularize Attendance

1. If an attendance correction request has been received, open the employee's attendance record.
2. Review the submitted request and supporting information.
3. Update the attendance details if the request is approved.

Attendance regularization ensures accurate attendance records for payroll processing.

Step 8: Add Remarks

1. Locate the **Remarks** field.
2. Enter comments explaining the attendance modification.

Examples:

- Missed punch corrected
- Manual attendance update
- Approved attendance regularization

Remarks help maintain a clear audit trail.

Step 9: Save Attendance Changes

1. Verify all updated information.
2. Click **Save** or **Update**.

The employee's attendance record is updated successfully.

Step 10: Review Updated Attendance

1. Refresh the attendance list.
2. Verify that the updated attendance details are displayed correctly.
3. Confirm that:
 - Attendance Status
 - Punch Timings
 - Working Hours
 - Remarks

have been updated successfully.

Step 11: Export Attendance Records (If Available)

1. Click the **Export** or **Download** option.
2. Select the preferred file format.

Available formats may include:

- Excel
- CSV
- PDF

Exported reports can be used for payroll processing, audits, and attendance analysis.

Key Benefits of Individual Attendance Management

- Employee-wise attendance tracking
- Easy attendance corrections
- Accurate punch record management
- Attendance regularization support
- Better payroll accuracy
- Improved attendance transparency
- Centralized attendance monitoring

End of Tutorial

You have successfully learned how to manage **Individual Attendance** in the TankhaPay Business Portal. This feature enables HR teams to review, update, and maintain accurate employee attendance records, ensuring seamless payroll processing and reliable workforce management.

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