

Overview Video

<https://www.youtube.com/embed/wXAn8iF6ipg>

Step-by-Step Tutorial Guide

Overview

This tutorial explains how to use and manage the Attendance Management module in TankhaPay. The walkthrough covers:

- Accessing the Attendance Management module
- Viewing employee attendance records
- Managing shifts and schedules
- Reviewing attendance logs
- Processing attendance regularization
- Managing attendance reports
- Tracking employee working hours

Step 1: Open the Attendance Management Module

1. Log in to the TankhaPay dashboard.
2. From the left-side navigation panel, locate **Attendance Management**.
3. Click on **Attendance Management** to open the module.
4. The attendance dashboard displays attendance-related options and records.

This section helps organizations manage employee attendance, working hours, and attendance tracking from a centralized platform.

Step 2: View Employee Attendance Dashboard

1. On the dashboard, review employee attendance information.
2. The attendance summary may display:
 - Present Employees
 - Absent Employees
 - Late Markings
 - Weekly Offs
 - Holidays
 - Attendance Status
3. Use the dashboard to monitor workforce attendance in real time.

This helps HR teams quickly review daily attendance performance.

Step 3: Access Attendance Records

1. Navigate to the attendance records section.
2. View employee-wise attendance logs.
3. Attendance details may include:
 - Employee Name
 - Employee ID
 - Punch-In Time
 - Punch-Out Time
 - Total Working Hours
 - Shift Details
 - Attendance Status
4. Use filters to locate specific employee records.

Attendance logs help maintain accurate employee time tracking.

Step 4: Apply Attendance Filters

1. Use available filters to narrow attendance data.
2. Filter records based on:
 - Date
 - Department
 - Branch
 - Employee Name
 - Attendance Status
 - Shift
3. Apply the selected filters.

Filters help HR teams quickly access relevant attendance data.

Step 5: Manage Employee Shifts

1. Open the shift management section.
2. View existing shift configurations.
3. Add or update shifts when required.
4. Configure:
 - Shift Name
 - Shift Timings
 - Break Duration
 - Grace Period
 - Weekly Off Rules
5. Assign shifts to employees or departments.

Shift management helps organizations standardize attendance operations.

Step 6: Review Attendance Regularization Requests

1. Navigate to attendance regularization requests.
2. Review employee-submitted corrections.
3. Requests may include:
 - Missing Punch
 - Late Arrival Correction
 - Wrong Attendance Status
4. Verify supporting remarks or documents.

This helps ensure attendance accuracy and transparency.

Step 7: Approve or Reject Attendance Requests

1. Open the regularization request.
2. Review request details carefully.
3. Select:
 - Approve
 - Reject
 - Send Back for Correction
4. Add remarks if required.
5. Submit the decision.

Employees receive updated attendance status after approval actions.

Step 8: Monitor Employee Working Hours

1. Review employee working hour summaries.

2. Track:
 - Daily Working Hours
 - Overtime Hours
 - Late Arrivals
 - Early Exits
3. Monitor attendance compliance with company policies.

This helps organizations maintain workforce productivity and compliance.

Step 9: Generate Attendance Reports

1. Navigate to the reports section.
2. Select the required attendance report.
3. Configure report filters such as:
 - Date Range
 - Department
 - Employee Group
4. Generate the report.
5. Export reports in available formats.

Attendance reports support payroll processing and workforce analysis.

Step 10: Download Attendance Data

1. Click on the export or download option.
2. Select the required file format.

Available formats may include:

- Excel
 - CSV
 - PDF
3. Download the attendance report.

Exported attendance data can be used for:

- Payroll processing
- Compliance tracking
- Audit documentation
- HR analysis

Step 11: Access Attendance History

1. Open historical attendance records.
2. Search records using filters such as:
 - Employee Name
 - Date Range
 - Shift
 - Attendance Status
3. Review past attendance trends and records.

Historical records help maintain long-term attendance tracking and audit readiness.

Key Benefits of the Attendance Management Module

- Centralized attendance tracking
- Real-time workforce visibility
- Shift and working hour management
- Attendance regularization workflow
- Easy report generation and exports
- Improved payroll accuracy
- Better compliance and workforce monitoring

End of Tutorial

You have now completed the walkthrough of the TankhaPay Attendance Management module.

The Attendance Management module helps organizations efficiently manage employee attendance, shifts, working hours, regularization requests, and attendance reporting through a centralized system.

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