

Attendance Management

This section allows you to handle various aspects of employee attendance. You can manage daily check-ins, upload bulk attendance data, enable face check-in, monitor unit-wise attendance, and also manage tea allowances and arrear salary — ensuring accurate and flexible attendance tracking.

- [Attendance](#)
- [Bulk Attendance](#)
- [Checkin](#)
- [Settings](#)
- [Attendance Re Process](#)

Attendance

The screenshot shows the TankhaPay Attendance management interface for March 2025. The sidebar on the left includes options like Onboarding Assistant, Dashboard, Employees, Attendance Manage, Attendance, Bulk Attendance, Face Checkin, Checkin, Unit Attendance, Tea Allowance, Settings, Arrear Salary, and Approvals. The main area displays a list of employees with their attendance status for the month. Three employees are listed: Vinod one, asjdk, and Ashish Dwivedi. Each entry shows marked and approved attendance days, dates of joining and leaving, and a button to update or view attendance.

Employee ID	Name	Phone	Marked Attn.	Approved Attn.	DOJ	DOL	Action
AE	Add Employee Vinod one	[8787878787]	4 Days	4 Days	08/10/2024	01/04/2025	Update Attendance
AA	asjdk	[9999999000]	14 Days	0 Days	29/05/2024		Update Attendance
AD	Ashish Dwivedi	[8800447585]	31 Days	31 Days	02/10/2024		View Attendance

In the Attendance section, you have access to several useful tools:

Search Bar - Quickly search for employees by name.

Lock All Payment Advice - This feature allows you to lock the attendance-based payout calculations for the selected period.

View Report - Clicking this option displays a comprehensive attendance summary for all employees, including details like date of joining, date of leaving, department, designation, job type, and organizational unit. It also shows the daily attendance status (approved, marked, or pending) for the selected month, along with leave types such as work from home, paid leave and more. This section also has two icons which are:

Search Filter - Located at the top, this filter allows you to refine the data by month, year, status, organizational unit, designation, and department, making it easier to manage and review attendance records.

Export to Excel - An Excel icon lets you download the entire attendance report as a spreadsheet.

Bulk Attendance

Bulk Attendance Attendance > Bulk Attendance

Filter By: Marked Manually (All) Upload from Excel Show Records (Excel) Type Attendance Advance Attendance

Month: Year: Filter ▼

Upload Bulk Attendance

1. Please download the latest **template**, with the list of employee(s)
2. Edit this file in Excel, and add the attendance.
3. Do not change any employee details already present in the template. This includes **the following columns - Employee, EmpCode, OrgEmpCode, Mobile, Status, DOB, DOJ, DOR**
3. Mark & Save employee attendance with attendance marking code [**PP, WFH, HD-(Leave Code OR AA), HL-(Leave code), LL-CO, OD, WO, AA, HO, CLS,ASL,TR,OD,LWP, LL-(Leave Code)**] and upload this file below. Any other file with a different code will be rejected.
4. Salary updates performed here will be effective from 1st of the current month.

Template file instructions -

1. There is a list of employees with employee codes and joining dates. Please fill in the data accordingly.

When you click on **Bulk Upload**, you'll see a dropdown with three options:

Attendance(s) - You can access this either from here or from the separate *Bulk Attendance* section.

In this section, you can manage attendance data in bulk. Filters are available for refining the view by status, organizational unit, department, and designation.

Onboarding Assistant Missed Punch Attendance Attendance > Missed Punch Attendance

Dashboard Employees Search Update Missed Punch Status

asdj [9999999000] Account Marked Attn.: 28 Days Approved Attn.: 0 Days DOJ: 29/05/2024 Update Attendance

Emp Code 34523523 Full-Day (N) Marked FIN Akal

Mon	Tue	Wed	Thu	Fri	Sat	Sun
					01 LWP	02 WO
03 PP	04 PP	05 HO	06 PP	07 PP	08 WO	09 WO
10 OD	11 OD	12 OD	13 LWP	14 PP	15 TR	16 WO
17 AA	18 AA	19 AA	20 PP	21 PP	22 WO	23 WO
24 HO	25 PP	26 PP	27 ASL	28 PP		

Pay Days 0 EPF Contribution ₹ 0 Pay Amount ₹ 0
 ESIC Contribution ₹ 0 TDS ₹ 0

Cost To Employer ₹ 0 Payout of Associate ₹ 0

Leave Template sdf Puducherry Weekly Off: [WO] : Sunday (All)
 Holiday State

Present WFH On Duty Absent Half Day Leave Holiday Weekly off On Tour LWP ASL

TDS Approve Attendance Allowance & Deduction Opening Balance Clear Early / Late Fine

There are three filters available:

Marked Manually (All): This filter displays the attendance records of all employees for the selected month and year. You can review and approve employees attendance entries directly from this view. Additionally, it provides the option to lock payment advice in bulk, making it easier to finalise payouts for multiple employees at once.

Upload from Excel : In this section, you can download the provided Excel template and use it to update employee attendance in bulk. You need to follow the specified format and use the correct attendance marking codes while filling out the sheet. This helps ensure accurate attendance tracking and smooth payroll processing.

The codes to mark the attendance are following:

PP – Full Day Present

WFH – Work From Home

HD-(Leave Code or AA) – Half Day with Leave or Absent

HL-(Leave Code) – Half Day Leave

LL-CO – Compensatory Off

OD – On Duty

TR – On Tour

LWP - Leave Without Pay

ASL - Study Leave

AA - Absent

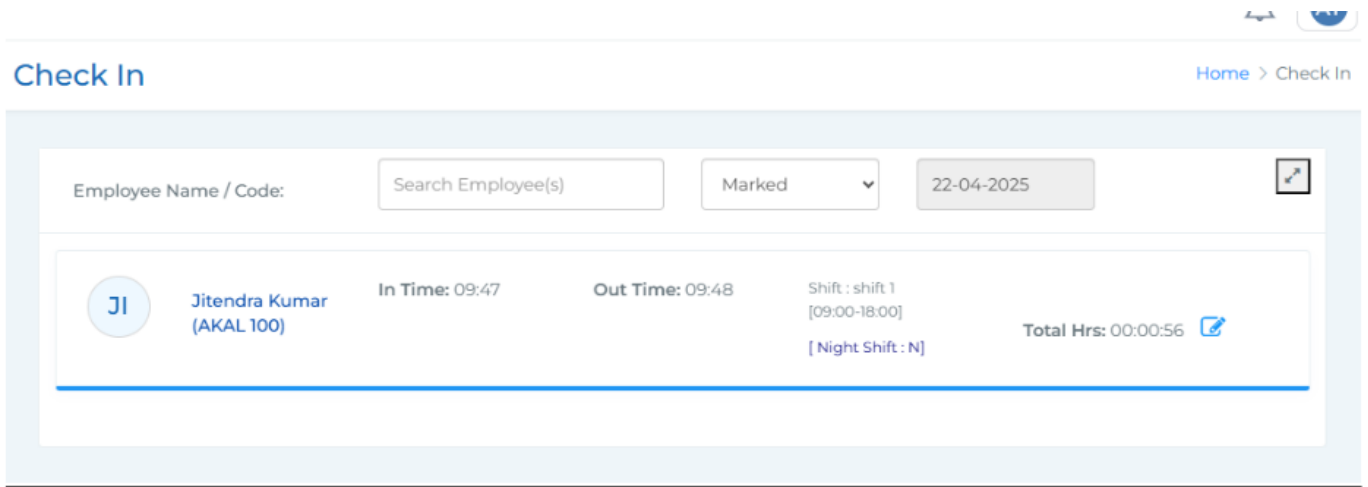
HO - Holiday

WO - Weekly Off


CLS - Clear/Remove Attendance

LL-(Leave Code) - Leave Logged

Checkin



The screenshot displays the 'Check In' interface. At the top left, the title 'Check In' is shown. On the top right, there are navigation icons and a breadcrumb trail 'Home > Check In'. Below the title, there is a search bar labeled 'Employee Name / Code:' with the placeholder text 'Search Employee(s)'. To the right of the search bar is a 'Marked' dropdown menu and a date selection box showing '22-04-2025'. Below these elements is a table with one row of data for an employee named Jitendra Kumar. The table columns include: Employee ID (JI), Employee Name (Jitendra Kumar (AKAL 100)), In Time (09:47), Out Time (09:48), Shift (shift 1 [09:00-18:00] and [Night Shift : N]), and Total Hrs (00:00:56). An edit icon is present next to the total hours.

Employee Name / Code:	Search Employee(s)	Marked	22-04-2025		
JI	Jitendra Kumar (AKAL 100)	In Time: 09:47	Out Time: 09:48	Shift : shift 1 [09:00-18:00] [Night Shift : N]	Total Hrs: 00:00:56 

In the Check-In section, you can filter employees using options like search by name, attendance status (marked or not marked), and date selection for the chosen month. This section allows you to record check-in and check-out times for employees who haven't marked attendance, and also edit entries for those who have. You need to make sure to enter the check-in/check-out time in 24-hour format.

Settings

Settings ^
Manage Devices
General Settings
Face Registration
Shifts
Employee Shift Mapping
User Shift Specific Settings
Break
Geofence Setting
Ot Rules Listing
Salary Correction

1. **Manage Device (Biometric Integration)** - In this, you can add and manage devices, such as biometric devices. Use filters to search for devices by name and status, such as Active, Inactive, Verified, or Not Verified. You also have the option to add a new device by entering details like machine punch type, serial number, IP address, location, and any additional remarks. Once completed, click **Add** to save the device. This feature is primarily used to sync biometric devices with our software
2. **General Settings** - This allows you to configure key attendance and payroll-related criteria to align with your organisation's policies.

User Shift Specific Setting -

This section allows you to define attendance and working hour rules either for specific shifts or individual users. You can view existing settings, edit them, or create new ones by clicking on "Add Setting".

While adding a setting, you'll need to provide a setting name and choose the setting type(Shift or User). You can enable or disable mobile check-in/check-out, and control access to the attendance calendar - allowing employees to either mark their attendance

or only view their status.

Under **Working Hours**, you can define how hours are calculated - either based on the first check-in and last check-out or using all valid check-ins and check-outs. You can also specify minimum hours required per day, choosing between strict or lenient enforcement. There's an option to show overtime/deviation, and you can enable maximum hours per day if needed. The round-off feature lets you set a rounding period (in minutes) for first check-in, last check-out, and total worked hours. If employees don't meet the required hours - even after the round-off - they may face salary deductions as per policy.

You also have the option to enable a **grace period** and define specific rules for identifying deviations. These rules allow you to set conditions such as: First check-in is late by, Last check-out is early by, Working hours are less by and Additional late check-in rule (R2) all in minutes. You can set up the system to decide when these deviations should lead to salary or leave deductions. This can be based on how often they happen - like every week, month, or pay period - or only after they occur a certain number of times. If you choose to deduct leave for these deviations, you can also decide the order in which different types of leave will be used. The system lets you pick the specific or all leave categories from which the days should be deducted, making the process clear and manageable.

Break - The Break section allows you to view all existing breaks along with their details such as duration, time range, pay type (paid or unpaid), mode (automatic or manual), and current status. You can edit or delete any of these breaks as needed.

To add a **new break**, simply click on the *Add Break* button and fill in the required details like the break name, icon, pay type, mode, start and end time. Once the times are entered, the system will automatically calculate the total break duration. Additionally, you can choose which shifts the break will apply to by selecting them under the Applicable Shifts option.

3. Geofence Setting - Geofencing is a location-based feature that tracks if an employee enters or exits a defined geographical area during work hours, helping ensure accurate attendance and productivity.

The Geofence Settings section displays all the organisation units you've created under Business Settings, along with the total number of employees in each unit. If geofencing is enabled for a unit, you'll see its configured latitude, longitude, and radius.

4. OT Rules Listing - In the OT Rules section, you can view all the existing overtime rules you've created, with options to edit or delete them as needed. To add a new overtime rule, simply click on "Add OT Rule", give your rule a name, and it will appear in the list. Once added, click the edit icon next to the rule to configure its details. You can set the overtime rate, double-time rate, and choose the shift types the rule applies to. You'll also have the option to define when the overtime becomes applicable - whether on individual days, weekly, the 7th consecutive working day, or on holidays. For each case, you can specify the number of hours after which overtime or double time should be calculated.

Attendance Re Process

Attendance Reprocessing

[Home](#) > Attendance Reprocessing

Search

From Date

To Date

Total: 4

Note: Displays a list of employees based on the selected 'From' date (month and year), including those who have recorded check-ins or marked attendance on that date. To reprocess the attendance, please select the 'From' and 'To' dates, choose an employee, and click the 'Reprocess Attendance' button.

<input type="checkbox"/>	Employee Code	Employee	OU Name	Department	Designation
<input type="checkbox"/>	AKAL 100	jitendra kumar		ac	new Designation
<input type="checkbox"/>	TP20621	Roshita		TECH DEPARTMENT	Tech

This section allows you to reprocess attendance for employees in case of missed entries or corrections. You can use the search filter to refine the list by employee name and date range. The list displays details such as Employee Code, Employee Name, OU Name, Department, and Designation. Next to the date range filter, you will find the Reprocess Attendance button. Select the employee and reprocess their attendance as needed.