

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

Revision #5

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