

Overview Video

<https://www.youtube.com/embed/sU0FBs0LXDU>

Step-by-Step Tutorial Guide

Step 1: Open Attendance Reprocessing

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

The Attendance Reprocessing page displays options to reprocess employee attendance.

Step 2: Select the Attendance Month

1. Click on the **Month** dropdown.
2. Select the month for which attendance needs to be reprocessed.

Example:

- January 2026

- February 2026

The selected month determines which attendance records will be recalculated.

Step 3: Select the Employee

1. Click on the **Employee Name** dropdown.
2. Search for and select the employee whose attendance needs to be reprocessed.

This allows attendance to be recalculated for a specific employee.

Step 4: Select the Attendance Date

1. Click on the **Attendance Date** field.
2. Choose the specific date that requires reprocessing.

This is useful when attendance has been manually corrected for a particular day.

Step 5: Review Employee Details

Before reprocessing, verify the displayed information, including:

- Employee Name
- Attendance Date
- Attendance Status
- Punch-In Time
- Punch-Out Time

Ensure the correct employee and attendance record have been selected.

Step 6: Click the Reprocess Button

1. After verifying the details, click the **Reprocess** button.

The system prepares the selected attendance record for recalculation.

Step 7: Confirm Attendance Reprocessing

1. A confirmation dialog appears on the screen.
2. Review the confirmation message.
3. Click **Yes** to proceed with attendance reprocessing.
4. Click **No** if you wish to cancel the operation.

This confirmation helps prevent accidental attendance recalculations.

Step 8: Wait for the Process to Complete

1. The system starts recalculating the selected attendance record.
2. Wait until the process finishes successfully.

The attendance data is updated automatically based on the latest employee records.

Step 9: Verify Updated Attendance

1. Return to the employee's attendance record.
2. Confirm that the updated information is reflected correctly.
3. Verify:
 - Attendance Status
 - Working Hours
 - Punch Timings
 - Attendance Calculations

This ensures the reprocessing has been completed successfully.

Step 10: Repeat for Additional Employees (If Required)

1. Select another employee or attendance date.
2. Repeat the same process for any additional attendance records that require recalculation.

This helps HR update multiple attendance corrections before payroll processing.

When Should Attendance Be Reprocessed?

Attendance reprocessing is especially useful when:

- Attendance timings are manually corrected.
- Employee check-in or check-out records are updated.

- Attendance regularization requests are approved.
- Missing punch records are corrected.
- Attendance status has been modified manually.

Reprocessing ensures that all attendance calculations reflect the latest changes.

Key Benefits of Attendance Reprocessing

- Recalculates attendance after manual updates
- Ensures accurate working hour calculations
- Updates attendance status automatically
- Improves payroll accuracy
- Supports attendance regularization
- Reduces manual calculation errors
- Maintains accurate attendance records

End of Tutorial

You have successfully learned how to **Reprocess Attendance** in the TankhaPay Business Portal. This feature ensures that any manual attendance corrections are accurately reflected in the system, helping maintain reliable attendance records and ensuring smooth payroll processing.

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