

Overview Video

<https://www.youtube.com/embed/xRLAUEzAHb0>

Step-by-Step Tutorial Guide

Step 1: Open the Attendance Module

1. Log in to the TankhaPay dashboard.
2. From the left-side navigation panel, navigate to **Attendance**.
3. Click **Bulk Attendance**.
4. The **Bulk Attendance Upload** page opens.

This module allows HR administrators to upload attendance records for multiple employees in a single process.

Step 2: Select the Attendance Month

1. Locate the **Month** selection field.
2. Select the month for which attendance needs to be uploaded.
3. Verify that the correct payroll period is selected before proceeding.

Selecting the correct month ensures attendance is uploaded for the intended period.

Step 3: Download the Attendance Template

1. Click **Download Sample Template**.
2. Save the Excel template to your computer.
3. Open the downloaded file.

The sample template contains the required format for uploading attendance records.

Step 4: Fill Employee Attendance Details

1. Open the downloaded Excel template.
2. Enter attendance details for each employee.
3. Update the attendance status for each applicable date.
4. Ensure all mandatory columns are completed.
5. Save the completed Excel file.

The attendance data should follow the prescribed template format to avoid validation errors.

Step 5: Upload the Attendance File

1. Return to the **Bulk Attendance Upload** page.
2. Click **Choose File** or the upload area.
3. Browse your computer and select the completed attendance template.
4. Confirm that the selected file is displayed on the screen.

The uploaded file is now ready for validation.

Step 6: Validate and Upload Attendance

1. Click **Upload**.
2. The system validates the uploaded attendance data.
3. If the file passes validation, the attendance records are imported into the system.
4. If validation errors are displayed, download the error report (if available), correct the data in the Excel sheet, and upload the file again.

The validation process helps ensure that attendance records are accurate before they are imported.

Step 7: Verify Uploaded Attendance

1. After the upload is completed successfully, navigate to the employee attendance records.
2. Select the corresponding attendance month.
3. Verify that the uploaded attendance has been updated for the employees.
4. Confirm that all attendance statuses have been imported correctly.

This ensures that attendance data is available for payroll processing and reporting.

Key Benefits of Bulk Attendance Upload

- Upload attendance records for multiple employees simultaneously.
- Reduce manual attendance entry.
- Save time during monthly attendance processing.
- Validate attendance data before importing.
- Improve accuracy and consistency of attendance records.
- Simplify attendance management for large workforces.

End of Tutorial

You have now completed the **Bulk Attendance Upload** process in TankhaPay.

This feature enables organizations to efficiently import employee attendance records in bulk using a standardized Excel template, reducing manual effort while ensuring accurate attendance management and seamless payroll processing.

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