

Overview Video

https://www.youtube.com/embed/e9Lp-_oPdRw

Step-by-Step Tutorial Guide

Step 1: Open the Check-In Module

1. Log in to the TankhaPay dashboard.
2. From the left-side navigation panel, navigate to **Attendance Management**.
3. Click **Check In**.
4. The **Check In** page opens, displaying employee attendance records.

This module allows HR administrators to manually update employee check-in and check-out timings.

Step 2: Search for an Employee

1. Use the **Search Employee** field to locate the required employee.
2. Select the employee whose attendance needs to be updated.
3. If required, choose the attendance date using the date selector.
4. Click **Search** to display the employee's attendance details.

The employee's attendance record, including check-in and check-out timings, is displayed on the screen.

Step 3: Review Attendance Details

1. Review the employee's attendance information, including:
 - Employee Name
 - Check-In Time
 - Check-Out Time
 - Total Working Hours
2. Verify that you have selected the correct employee and attendance date before making any changes.

This helps ensure that attendance updates are applied to the correct record.

Step 4: Edit the Check-In/Check-Out Time

1. Click the **Edit** (pencil) icon beside the employee's attendance record.
2. The **Edit Check-In/Out** window opens.
3. Update the required attendance details:
 - Check-In Time
 - Check-Out Time
4. Enter the **Reason** for modifying the attendance record.

Providing a reason helps maintain an audit trail for manual attendance corrections.

Step 5: Save the Updated Attendance

1. Review the updated check-in and check-out timings.
2. Verify that the entered reason is accurate.
3. Click **Save**.
4. A confirmation message is displayed once the attendance record is successfully updated.

The employee's attendance record is now updated with the revised timings.

Step 6: Verify the Updated Attendance Record

1. Return to the **Check In** page.
2. Review the employee's attendance record.
3. Confirm that the updated check-in and check-out timings are displayed correctly.
4. Verify that the total working hours have been recalculated, if applicable.

This confirms that the attendance correction has been successfully applied.

Key Benefits of the Check-In Module

- Manually update employee check-in and check-out timings.
- Correct attendance records when required.
- Maintain accurate attendance data for payroll processing.
- Record reasons for attendance modifications.
- Improve attendance accuracy and transparency.
- Support efficient attendance management.

End of Tutorial

You have now completed the **Check-In Management** walkthrough in TankhaPay.

This module enables HR administrators to manually correct employee check-in and check-out timings, ensuring accurate attendance records for reporting, payroll, and compliance.

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