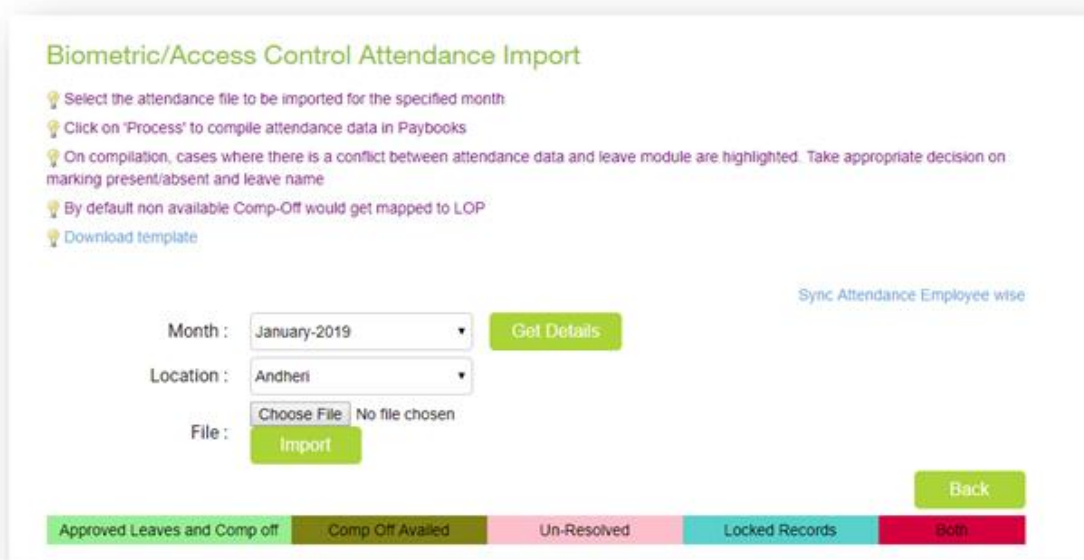# Monthly process for attendance synchronization

Once all the data for the month has been dumped into PayBooks, the below mentioned steps have to be followed before processing the payroll for the month.

Using the below depicted link, please enter the sync attendance menu.

Go to **Transaction** >>**Leave/Time Management** >> Click on **Bio metric attendance import**

The sync attendance page looks as in the screenshot below.

After the attendance data is dumped into PayBooks, select the relevant month and the location, and click on '**Get details**'.
'Get details' displays all the raw data imported into PayBooks for the month and location.

Once the data is displayed, please click on the **'process New** 'button. This applies all the created attendance rules to the imported raw attendance date.

The below actions occur when the process data button is clicked.

All the late comings and early goings.
All unresolved records are displayed in pink.
Leaves requested and approved through LMS would be auto adjusted.

Two types of leaves for single day (E.G. Half day – CL, Half day EL) approved through LMS would be auto adjusted.
Full day auto adjusted leaves cannot be adjusted to other leaves. The record would be resolved (Green)

Half day leaves which is auto adjusted :
If worked hours are greater than half day eligibility, then the auto adjusted leaves would be resolved Green).

If worked hour's is less than half day eligibility, then the auto adjusted leaves would be BOTH (Red), where the user has option to adjust the leaves.

In the processed data, if any changes have to be made, ex. Mapping an absence against comp off , a leave can also be done. Once done the save button should be clicked. In case of unavailability of the adjusted leave an alert message is displayed.

After processing the data the screen will look as below.

Biometric/Access Control Attendance Import

- Select the attendance file to be imported for the specified month
- Click on 'Process' to compile attendance data in Paybooks
- On compilation, cases where there is a conflict between attendance data and leave module are highlighted. Take appropriate decision on marking present/absent and leave name
- By default non available Comp-Off would get mapped to LOP
- Download template

Attendance processed successfully

Sync Attendance Employee wise

Month : January-2019 ▾   Get Details

Location : Andheri ▾

File : Choose File No file chosen

Save   Back

| Approved Leaves and Comp off | Comp Off Availed | Un-Resolved | Locked Records | Both |

Export   Process Data

Code	Name	LogDate	In-Time	Out-Time	Worked Hours	Action	Leave	Leave Name
264	Nidhi Thakkar	01-01-2019	00:00:00	00:00:00	0.00	Absent ▾	Loss of Pa ▾	
264	Nidhi Thakkar	02-01-2019	00:00:00	00:00:00	0.00	Absent ▾	Loss of Pa ▾	
264	Nidhi Thakkar	03-01-2019	00:00:00	00:00:00	0.00	Absent ▾	Loss of Pa ▾	
264	Nidhi Thakkar	04-01-2019	00:00:00	00:00:00	0.00	Absent ▾	Loss of Pa ▾	

After final save, the submit button should be click to save the processed data and lock the attendance for the month for the location.
Once submitted all the details of sync attendance i.e. late occurrence.
Leave request through LMS, attendance adjusted through sync attendance all the details of leaves can be viewed in attendance

A)

		FROM MANUAL ENTRY / SUMMARY IMPORT	FROM ESS / DAY-WISE IMPORT	FROM BIOMETRIC SYSTEM	LATE OCCURENCE	TOTAL LEAVES	
EMPLOYEE CODE	EMPLOYEE NAME						
306	Deep Yatin Shah	0.00	0.00	0.00	3.50	3.50	View/Edit
318	Harshvardhan Bansal	0.00	0.00	0.00	1.00	1.00	View/Edit

B)

LEAVE TYPE	ENTERED MANUALLY / SUMMARY IMPORT	FROM ESS/DAY-WISE IMPORT	FROM BIOMETRIC SYSTEM	LATE OCCURENCE	TOTAL LEAVES
Loss of Pay	0.00	0.00	0.00	3.50	3.50
Paid Leave 15	0.00	0.00	0.00	0.00	0.00
				Grand Total	3.50