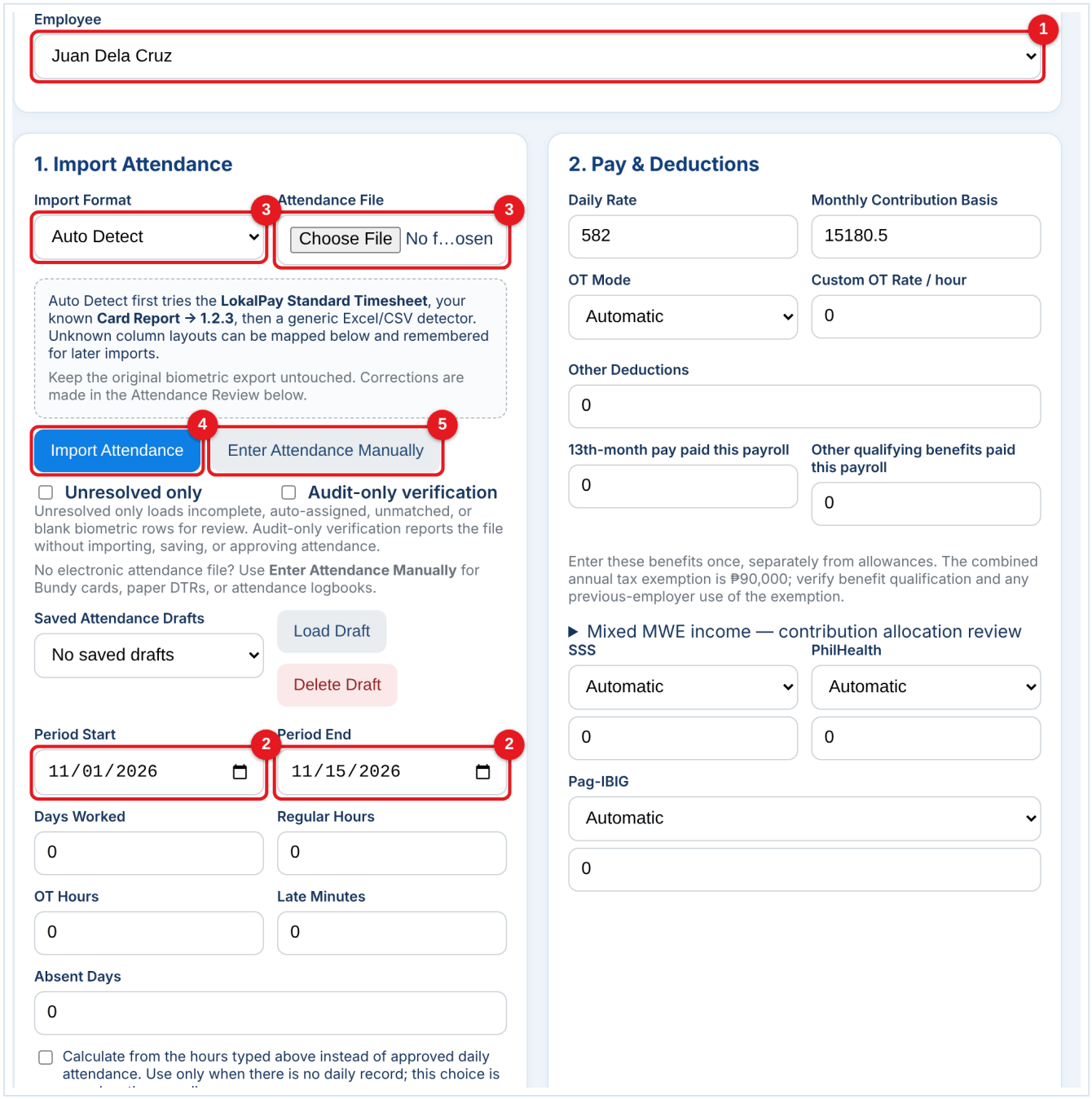
9. Prepare attendance and biometric files

1. Export the intended cutoff from your device or timesheet system and keep the original. Confirm the file dates, the employee IDs, and whether punches are separate rows or daily columns.
2. In Payroll, choose the Employee (1) and the Period Start and Period End (2). Select the Import Format (3). Auto Detect is convenient; choose a known format when you know the layout.
3. Use Biometric Card Report (1.2.3), LokalPay Standard / Corrected Timesheet, Generic Excel / CSV or Raw Punch Log as appropriate. Click Choose File (3) to select the file, then click Import Attendance (4).



Payroll, step 1: (1) employee, (2) period dates, (3) import format and file, (4) Import Attendance, or (5) Enter Attendance Manually when there is no electronic file.