No electronic attendance file? For Bundy cards, paper DTRs or a logbook, choose the employee and the period, then click Enter Attendance Manually (5). LokalPay creates a sheet with one row for every day of the period, and you type the times from the card (chapter 11).

4. Check the imported people and dates. An unknown biometric ID must be matched explicitly; a similar name is not proof of identity.

5. If the application requests mapping, follow the next chapter. If it reads rows but no times, do not approve empty data; correct the time-column mapping or the source file.

6. Set the cutoff explicitly after loading the import. Only the intended dates should be approved and used. An overnight last punch may fall on the next date, so inspect that boundary carefully.

7. Check the box Scheduled workdays with no attendance row. Each listed date is a scheduled workday missing from the file. Click Add day, then enter the times or mark the day absent or rest day. Approval stays blocked until every scheduled day has a row.

Card Report and generic imports mark the schedule's rest days automatically when the file has no rest-day column. If you import a new file for a period that already has a saved draft with your corrections (for example, extending 1–13 to 1–15), LokalPay asks whether to keep those corrected days. Do not alter the original file to conceal missing punches; keep a corrected working copy and supporting evidence. Raw punch assignment proposes a sequence for review; it is not automatic proof of worked hours. Audit-only verification checks data without treating it as an approved payroll import. Resolve reported issues before approval.

10. Custom column mapping in detail

Custom Column Mapping tells LokalPay which source column has each meaning. A column heading is not enough: inspect the sample values. Choose Not Used when the file genuinely does not provide that field. Not Used means ignore this field; it does not mean zero time, absent or a guessed punch.

1. Expand Custom Column Mapping after selecting the file. Read the detected headers and the sample row values.

2. Map Employee ID to the device employee number column. Map Employee Name to the full name column, if available. Do not map department, row number, terminal number or phone number as the employee ID.

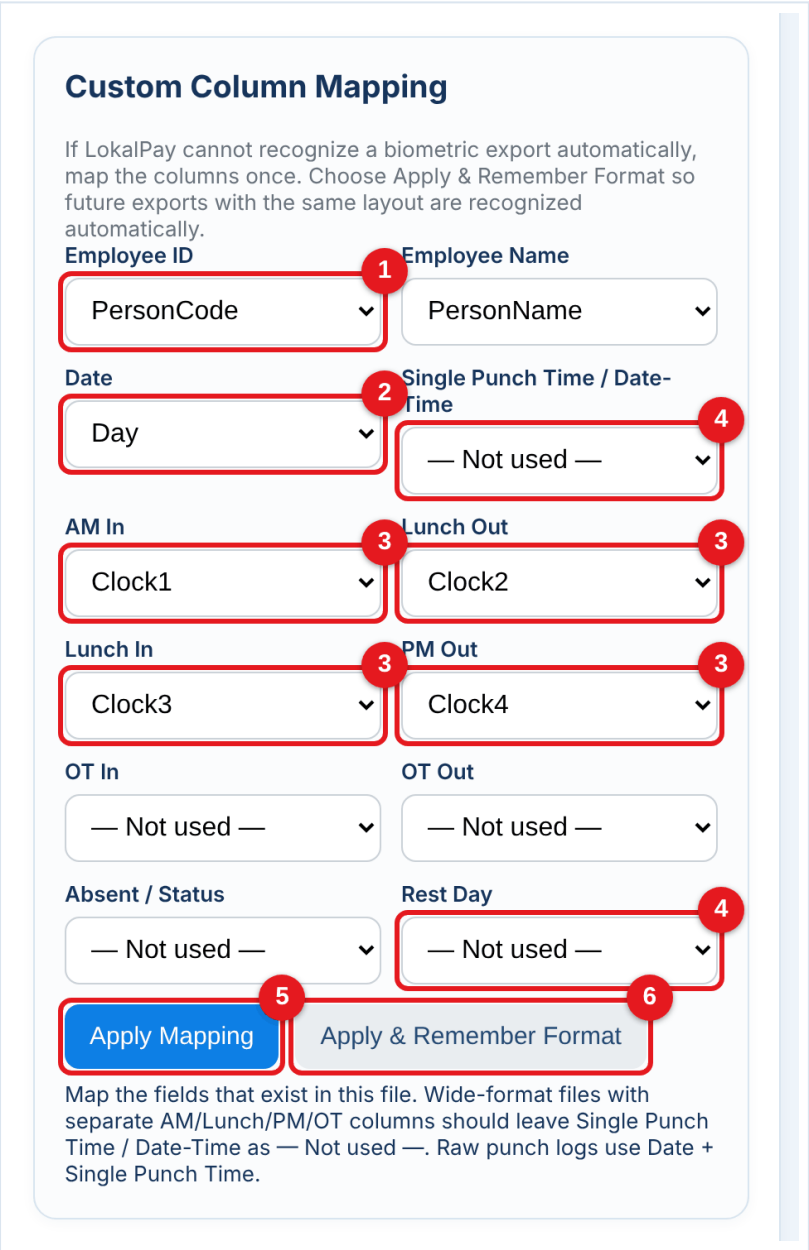
3. Map Date to the calendar work date. For a combined timestamp raw log, Date can be Not Used if Single Punch Time / Date-Time supplies a readable full date and time.

4. For a raw log with one punch per row, map Single Punch Time / Date-Time to that timestamp column. Set AM In, Lunch Out, Lunch In, PM Out, OT In and OT Out to Not Used, because those separate columns do not exist. Use Raw Punch Log format where applicable.

5. For a daily timesheet, map AM In to first arrival, Lunch Out to leaving for the unpaid break, Lunch In to returning, and PM Out to the end of ordinary work. Map OT In and OT Out only if the source actually has those separate overtime punches. Set Single Punch Time / Date-Time to Not Used when the file has distinct daily time columns.

6. Map Absent / Status only to a source status column, not to hours or remarks that do not reliably mean absence. Map Rest Day only to actual rest-day status. When Rest Day is Not Used, the employee's schedule decides rest days; review the individual days.
7. Do not map the same source column into several incompatible punch meanings to make a warning disappear. A two-punch report may need manual review to establish unpaid breaks; do not invent lunch punches.
8. Click Apply Mapping to try this import, and review the result first. Use Apply & Remember Format only after the layout is verified; the remembered layout applies to matching headers on later files.
9. Before approving, check several employees: a normal day, a late day and an overnight day. If the device export changes its headers or structure, inspect the mapping again.

The picture shows a device file with the columns PersonCode, PersonName, Day and Clock1 to Clock4. Employee ID (1) is PersonCode, Date (2) is Day, and the four clock columns are AM In, Lunch Out, Lunch In and PM Out (3). Single Punch Time and Rest Day (4) are Not used, because the file has no such columns. Then click Apply Mapping (5), or Apply & Remember Format (6) once the result is checked.



Custom Column Mapping for a device file with four clock columns. The numbers match the explanation above.

Check every box before you apply. LokalPay suggests columns by their headings, and a suggestion can be wrong. In the example above it first suggested the date column Day for Rest Day, because the heading contains the word "Day". Rest Day must be Not used unless the file really has a rest-day column.

Example daily layout: EmpNo -> Employee ID; FullName -> Employee Name; WorkDate -> Date; TimeIn -> AM In; BreakStart -> Lunch Out; BreakEnd -> Lunch In; TimeOut -> PM Out. Set the punch timestamp and absent/rest-day fields to Not Used unless those columns actually exist. Example raw layout: PersonCode -> Employee ID; EventDateTime -> Single Punch Time / Date-Time; all daily punch slots -> Not Used. Neither example supplies missing attendance facts.