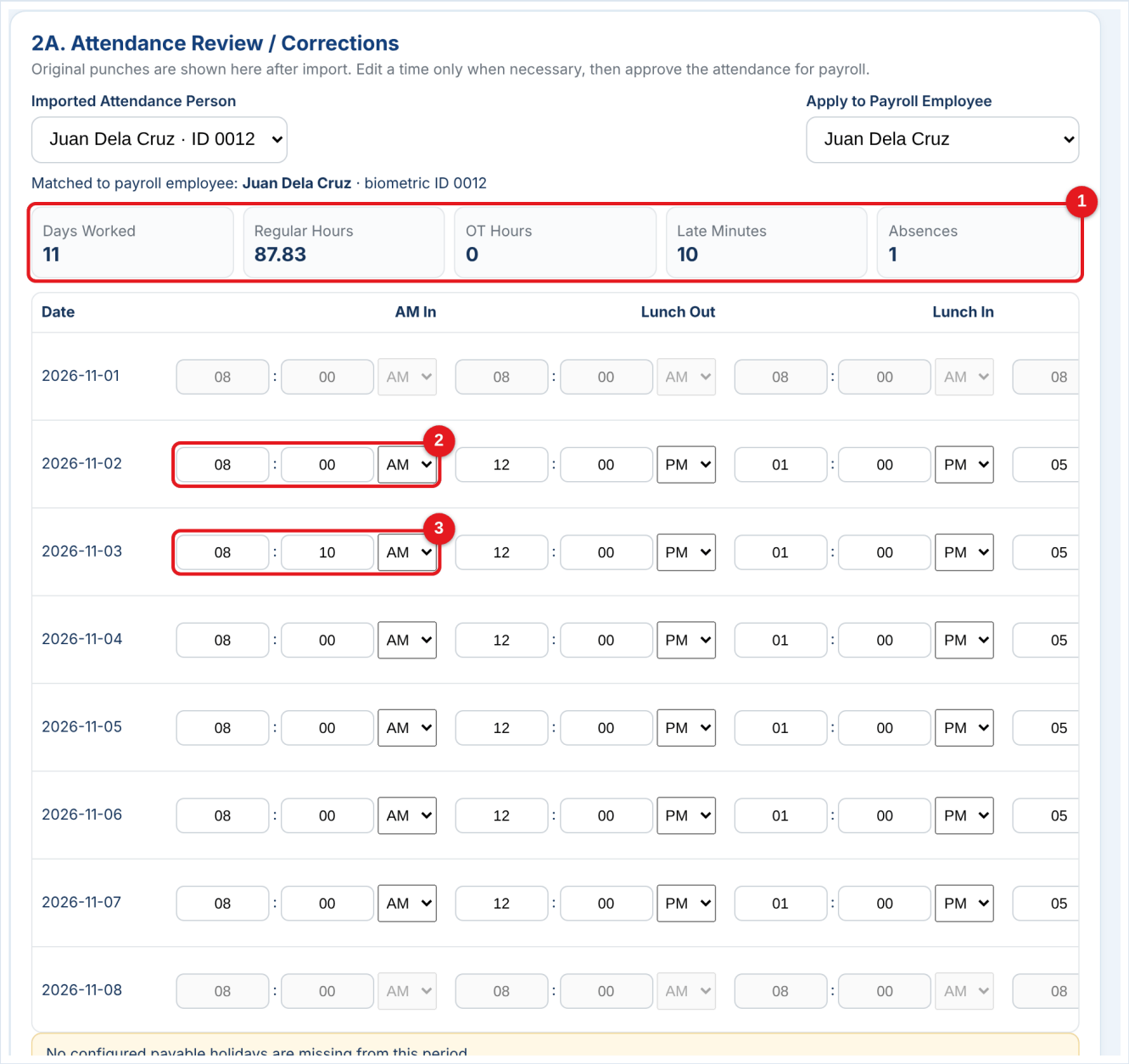
11. Review late arrivals, absences and grace

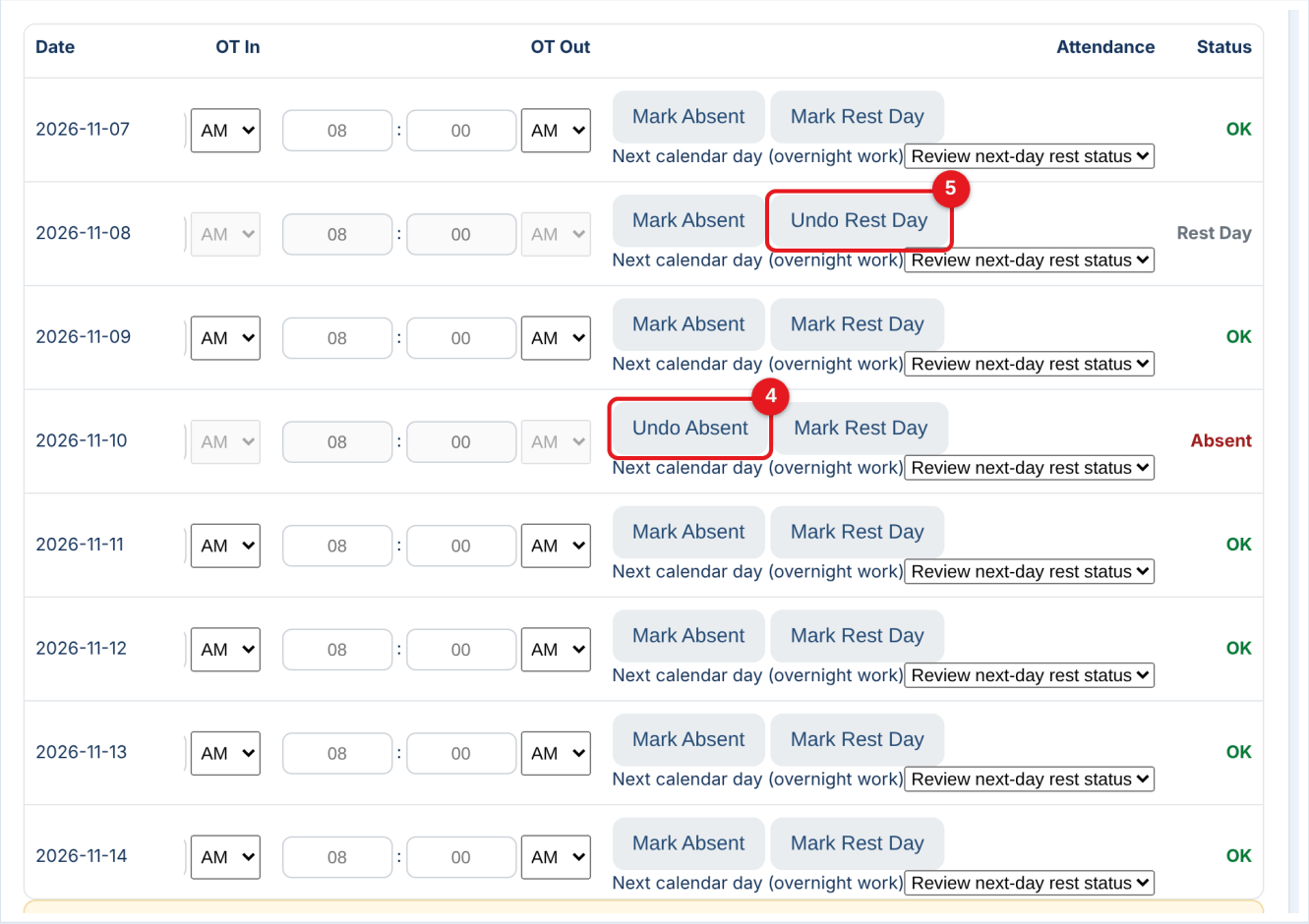
In Attendance Review / Corrections, choose the Imported Attendance Person, then Apply to Payroll Employee. Confirm the identity before accepting the association. Review unresolved rows first, but also sample rows marked ready. Enter Attendance Manually creates a sheet with every day of the period; the schedule's rest days are pre-marked and can be changed.

The summary at the top (1) shows days worked, regular hours, OT hours, late minutes and absences, and changes as you type. Each time has three parts: hour, minutes, and AM or PM. Type the hour and minutes, and LokalPay moves to the next box; type a or p for AM or PM. For example, typing 0800a enters 08:00 AM (2). An arrival at 08:10 AM (3) is counted as late.



Manual attendance sheet: (1) summary, (2) a normal arrival at 08:00 AM, (3) a late arrival at 08:10 AM.

The sheet is wider than the window. Scroll it sideways to see the OT columns, the Attendance buttons and the Status column. Mark Absent (4) and Mark Rest Day (5) change the day; the button then reads Undo Absent or Undo Rest Day, so you can reverse it.



The right side of the sheet: (4) a day marked absent, (5) a rest day. The Status column shows OK, Absent or Rest Day for each day.

The Status column is refreshed when you click Save Attendance Draft. If a day you have filled in still says Needs Review, click Save Attendance Draft and look again before you approve.

A first-punch grace applies only to the first arrival. With an 08:00 start and a ten-minute grace, arrival within the grace is handled by that policy; arrival at 08:11 counts lateness from 08:00, not only one minute beyond the allowance. Lunch return has no first-arrival grace. A verified company policy is required before using a grace value.

Check for missing, duplicate or reversed punches. Complete them from reliable evidence, or record the appropriate absence/rest-day classification. Do not turn missing punches into worked time. Absent means no work that day under the reviewed status; it is different from an unpaid break or a paid holiday. Corrections update the review summary and the Payroll attendance fields together, so check Days Worked, Regular Hours, OT Hours, Late Minutes and Absent Days after each correction.