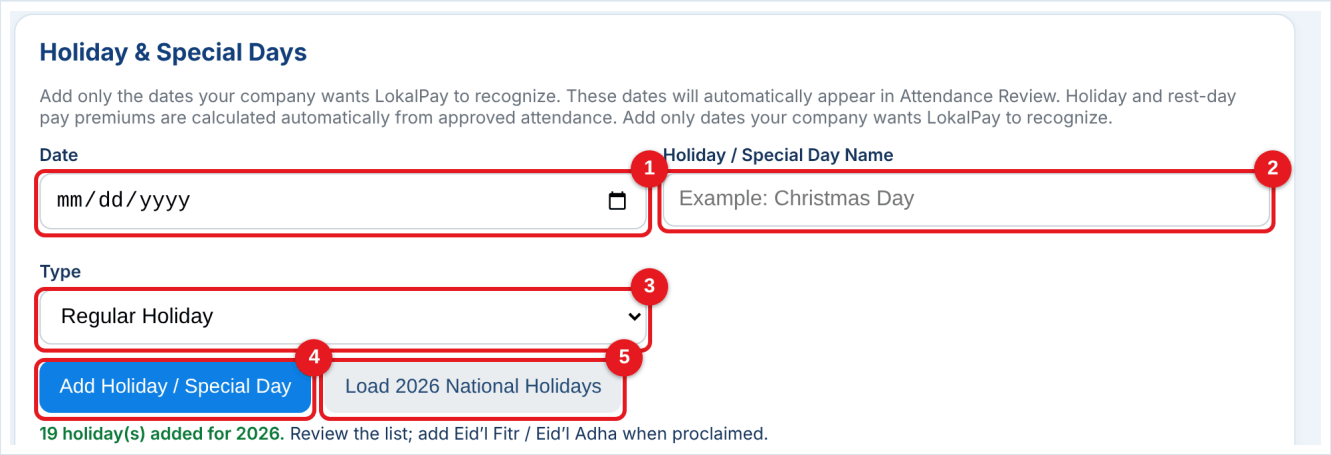
Save Attendance Draft stores review work so you can return later. Load Draft resumes the selected draft; verify the employee and cutoff. If you edit attendance after it was approved, the approval becomes out of date, and payroll asks you to approve again. Reset Imported Values resets working values; it is not an instruction to rewrite finalized payroll. Deleting a draft or resetting company data is not required to fix one mapped column. Preserve a full backup before destructive maintenance.

12. Holidays, rest days, overnight work and premiums

Add verified holidays in Company / Settings → Holiday & Special Days. Enter the date, name and the correct type: Regular Holiday, Special Non-Working Day, Special Working Day, or a verified double-holiday type. Load 2026 National Holidays adds the dates of Proclamation No. 1006, s. 2025: 10 regular holidays, 8 special non-working days, and 25 February as a special working day. Dates you already entered are kept. Eid'l Fitr and Eid'l Adha are proclaimed separately, so add them when announced.

Do not infer a holiday merely from a device remark. Keep the applicable declaration and any local coverage evidence.



Holiday & Special Days: to add one date, enter (1) the date, (2) the name and (3) the type, then (4) Add Holiday / Special Day. (5) Load 2026 National Holidays adds the whole proclaimed list.

In attendance review, confirm the rest-day and holiday classification for each actual worked day. Weekly rest days come from the company or employee schedule. For an overnight shift, use the next-calendar-day rest-day control when the following date is a rest day. The following date's verified holiday also matters. A shift beginning on an ordinary day may include minutes on a rest day or holiday; it must not all be classified by its starting date.

Night differential uses eligible work during 22:00-06:00 and excludes unpaid breaks. Approved overtime uses the applicable day premium. Automatic OT is the normal supported mode. A Custom rate cannot be lower than the statutory minimum, and cannot span a dated wage change, unless the employee has a recorded overtime exemption (see chapter 7). Coverage and entitlement are employer facts, particularly for special employee categories.

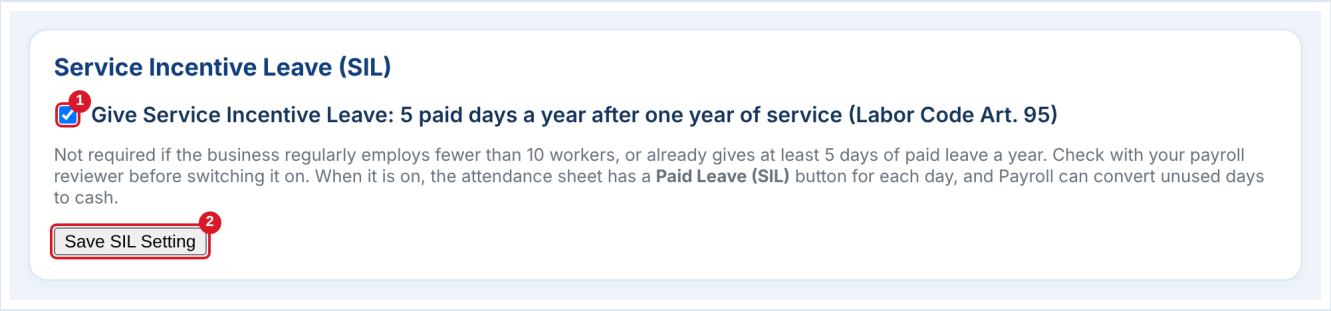
A missing imported row on a payable holiday appears for review. Check whether the employee worked, did not work but has verified eligibility, was absent, or was on a rest day. Confirm unworked

holiday eligibility explicitly from attendance/leave and coverage evidence. The application cannot invent punches or establish entitlement from silence in a biometric file. Missing eligibility can block calculation; resolve the facts rather than entering fictitious hours.

Service Incentive Leave (SIL)

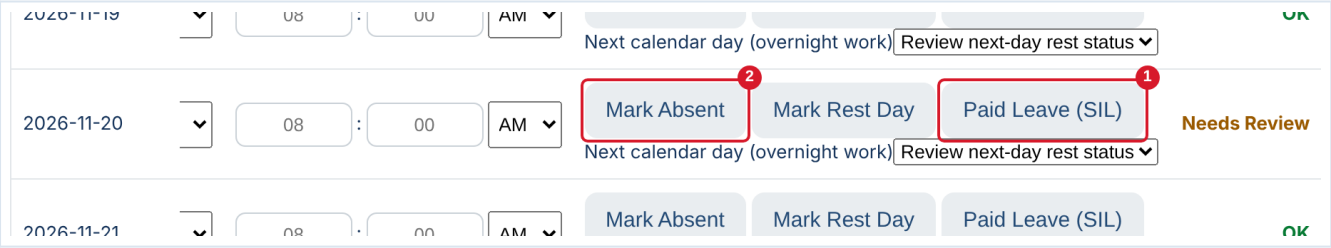
Service Incentive Leave is 5 paid days of leave a year for an employee who has worked at least one year (Labor Code Art. 95). It is not required if the business regularly employs fewer than 10 workers, or already gives at least 5 days of paid leave a year. Check with your payroll reviewer before switching it on.

1. Open Company / Settings → Service Incentive Leave (SIL). Tick the box (1) and click Save SIL Setting (2).



Service Incentive Leave: (1) switch it on, (2) Save SIL Setting.

2. When an employee takes a paid leave day, open the attendance for that cutoff. On that day's row, click Paid Leave (SIL) (1), instead of Mark Absent (2). The day is paid at the daily rate and is not an absence.



Attendance review, the row for the leave day: (1) Paid Leave (SIL), (2) Mark Absent.

Until the empty day is marked, the warning under the table holds the employee back from approval:



A scheduled day with no times must be marked before approval.

3. To pay unused SIL days as cash, open Payroll, choose the employee and the cutoff, and in 2. Pay & Deductions enter the number of days in Unused SIL converted to cash (days) (1). The line under it (2) shows how many days are available. LokalPay refuses more days than the employee has. Cash for unused leave is taxable pay.