

Attendance

Human resources and payroll

Documentation version 1.0
Published 17 November 2026
https://www.hesabuerp.co.ke/documentation/

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Attendance

Record daily attendance, mark absences and use it to drive payroll.

Beginner · About 15 minutes · Version 1.0 · Updated 17 November 2026

Plan availability

Included in the **Enterprise** plan. Contact us if you want to upgrade.

Overview

Attendance records whether each employee was present, absent, on leave or working from home. Payroll can use it to work out the **payment days** for the month.

Steps

Mark attendance for one person

1. Search for **Attendance** and click **Add Attendance**.
2. Choose the **Employee** and the **Date**, and set the **Status**: *Present*, *Absent*, *On Leave*, *Half Day* or *Work From Home*.
3. Click **Save**, then **Submit**.

If the status is *On Leave* or *Half Day*, choose the **Leave Type**. For *Half Day*, also set **Status for Other Half**.

Mark several days for one person

1. Open the **Attendance** list and click **Mark Attendance**.
2. Choose **For Employee**, the **Start** and **End** dates, and the **Status**. Tick **Exclude Holidays** to skip holidays.
3. Untick any days to skip, then click **Mark Attendance** and confirm.

Mark attendance for many people

1. Search for **Employee Attendance Tool**.
2. Choose the **Date** and optionally filter by department.
3. Choose the **Status**, click **Get Employees**, tick the employees it applies to, and click **Mark Attendance**. Repeat for the other status.

Check attendance

Open **Monthly Attendance Sheet** from the reports to see everyone for the month.

Practical example

On Monday, the supervisor uses the **Employee Attendance Tool** for the *Stores* department, marks the whole team present, then marks the one absent colleague as absent.

Biometric devices

If your business uses a fingerprint or face device, attendance can be created automatically from check-ins. See Biometric attendance.

Important notes

- Approved leave marks the days as **On Leave** automatically.
- Submit attendance before running payroll, so the days are counted.
- You can set up **Shift Types** for staff on different hours, if you need them.

Common mistakes

- Forgetting to submit, so the days are ignored.
- Marking attendance for dates before the employee joined.

Next steps

Read Leave.

Related documentation

- Leave types, allocations and applications
- Running payroll and payslips