

**Course  
&  
Test Series**




















...many more

**abhyasonline.in**

**Self-Made Assignment - Computerized Accounting Tally**

**Introduction to Payroll - Attendance or Production Types in Tally**

**Create Attendance or Productions Types in Payroll Info:**

Here are examples of common attendance types you can create:

Field	Example Values
<b>Name</b>	Present
<b>Attendance Type</b>	Attendance / Leave with Pay
<b>Under</b>	Primary
<b>Period Type</b>	Days / Hours / Weeks (choose Days for Present)

Repeat to create more types:

1. **Absent**
  - o Attendance Type: Leave Without Pay
  - o Period Type: Days
2. **Overtime**
  - o Attendance Type: Production
  - o Period Type: Hours
3. **Half Day**
  - o Attendance Type: Leave Without Pay (or Partial Pay)
  - o Period Type: Days
4. **Paid Leave**
  - o Attendance Type: Leave with Pay
  - o Period Type: Days
5. **Holiday**
  - o Attendance Type: Not Applicable
  - o Period Type: Days

