

**Course
&
Test Series**

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
Name	Present
Attendance Type	Attendance / Leave with Pay
Under	Primary
Period Type	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

 **CBSE**

 **ICSE**

 **NTSE**

 **Banking & Insurance**

 **Central Govt. Service**

 **State Govt. Services**

 **LAW Entrance**

 **MBA Entrance**

 **Railways & Metro Services**

...many more

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