# Clock-in / Attendance Ano

User Guide · Odoo 18.0 & 19.0

Detect missing punches, long breaks, overlaps and outliers in employee attendance

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# 1. Overview

Clock-in / Attendance Anomaly Detector
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Raw attendance data is full of small mistakes: an employee forgets to clock out, takes a three-hour 'break', clocks in twice, or records a shift that overlaps another. Each error quietly distorts the hours that flow into payroll. This module scans attendance records against configurable rules and surfaces every anomaly on a review board so HR can fix or acknowledge it before the period is locked.

What it does ---------- * A rule engine with the most common attendance checks: missing check-out, zero/over-long shift, excessive break, overlapping records, off-pattern weekend/night work, and statistical outliers vs the employee's own average. * A one-click (or scheduled) scan that creates an anomaly record per problem, scored low/medium/high, with the offending attendance(s) attached. * A review workflow: investigate, resolve (with a correction note), or acknowledge as expected. Resolving a missing check-out can auto-fill an estimated check-out time. * A payroll-hours reconciliation that totals 'clean' versus 'flagged' hours per employee for a period, so you know exactly how many hours are safe to pay.

Complements biometric/time-attendance modules by adding the analytics layer they lack.

# 2. Installation

Open Apps, click Update Apps List, search for “Clock-in / Attendance Ano” (technical name **gb_clock_in_attendance_anomaly_detector**) and press Install. The module supports Odoo 18.0 and 19.0, Community and Enterprise.

# 3. Menus & Navigation

After install the following menus become available:

- Attendance Anomalies
- Anomalies
- Run Scan
- All Anomalies
- Review Batches
- Configuration
- Rules

# 4. Feature & Data-Model Reference

The app implements the following records and engines:

| Model | Purpose |
| --- | --- |
| gb.attendance.anomaly | Attendance Anomaly |
| gb.attendance.anomaly.rule | Attendance Anomaly Rule |
| gb.attendance.anomaly.scanner | Attendance Anomaly Scanner |

| | |
|---|---|
| gb.attendance.anomaly.batch | Attendance Anomaly Review Batch |
| gb.attendance.scan.wizard | Scan Attendances for Anomalies |

# 5. Typical Workflow

1. Open the app's Configuration menu and set up the master data / policies it needs.
2. Create the main operational record from its primary menu.
3. Use the action buttons on the form (e.g. Confirm / Compute / Post / Generate) to run the engine.
4. Review the results in the list, pivot and report views; export or post where applicable.

# 6. Support

Email **support@pokutsoft.com** or visit **https://pokutsoft.com**. Please include your Odoo version (18.0 / 19.0) and the module technical name.