

राष्ट्रीय आदिवासी छात्र शिक्षा समिति  
(जनजातीय कार्य मंत्रालय के अंतर्गत  
एक स्वायत्त संस्थान, भारत सरकार)  
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**National Education Society for Tribal Students**

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**17<sup>th</sup> March 2025**

## Notice

1. The HRMS Menu in Octopod have a new option to provide correct month wise attendance since June 2024.

To provide month wise attendance, follow the steps below: -

- a) Login as Admin, go to admin dashboard.
- b) Under HRMS Menu, hover over “Payroll” submenu
- c) Under the “Payroll” submenu, click on “Monthly Attendance List”.
- d) In the “Payroll Monthly Attendance List” page select academy and year and click on “Filter”.
- e) The page will be pre populated with the existing number of days month wise attendance, followed by an editable column for each month for each employee with “Actual” days.
- f) Please provide the correct number of days carefully for each month for each employee for 2024 and 2025.
- g) Once that is done, click on the “Save Attendance” button.
- h) Last date for the same is 24<sup>th</sup> March 2025.

**Note: - Monthly Attendance List page screenshot for reference is below.**

