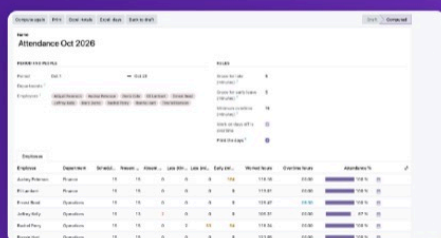


Late, Early & Overtime Report

A guide to the attendance report: creating a summary, its rules, the totals, the days, printing and exporting, and how it is computed.

1. Start here

In plain words: Odoo records when people check in and out, but to know **who was late**, **who left early**, **who worked overtime** and **who was absent** in the month, HR exports the attendances and counts by hand. **Attendance Late, Early and Overtime Report** compares every check-in and check-out with the **working schedule** of the employee and gives, for a period, the totals per employee and the detail of every day, ready to **print** or to **export to Excel** for payroll.



NEW Attendance Oct 2026

Period: Oct 1 - Oct 31

Employee: [Select]

Period: [Select]

Employee	Department	Schedule	Present	Absent	Late	Early	Worked	Overtime	Attendance %
Audrey Peterson	Finance	9:00 - 18:00	15	0	0	0	135	0	100%
Ed Lambert	Finance	9:00 - 18:00	15	0	0	0	135	0	100%
Ernest Russell	Finance	9:00 - 18:00	15	0	0	0	135	0	100%
Jeffrey Kelly	Finance	9:00 - 18:00	15	0	0	0	135	0	100%
Rachel Perry	Finance	9:00 - 18:00	15	0	0	0	135	0	100%
Ronda Hart	Finance	9:00 - 18:00	15	0	0	0	135	0	100%
Alfred Peterson	Finance	9:00 - 18:00	15	0	0	0	135	0	100%
Doris Cole	Finance	9:00 - 18:00	15	0	0	0	135	0	100%
Muri Davis	Finance	9:00 - 18:00	15	0	0	0	135	0	100%
Tina Williams	Finance	9:00 - 18:00	15	0	0	0	135	0	100%

Totals per employee



NEW Attendance Oct 2026

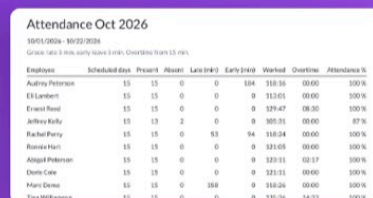
Period: Oct 1 - Oct 31

Employee: [Select]

Period: [Select]

Employee	Day	Check In	Check Out	Working Time	Working Time	Working Time	Working Time	Working Time	Working Time
Audrey Peterson	10/01/2026	09:00	18:00	09:00	18:00	09:00	18:00	09:00	18:00
Audrey Peterson	10/02/2026	09:00	18:00	09:00	18:00	09:00	18:00	09:00	18:00
Audrey Peterson	10/03/2026	09:00	18:00	09:00	18:00	09:00	18:00	09:00	18:00
Audrey Peterson	10/04/2026	09:00	18:00	09:00	18:00	09:00	18:00	09:00	18:00
Audrey Peterson	10/05/2026	09:00	18:00	09:00	18:00	09:00	18:00	09:00	18:00
Audrey Peterson	10/06/2026	09:00	18:00	09:00	18:00	09:00	18:00	09:00	18:00
Audrey Peterson	10/07/2026	09:00	18:00	09:00	18:00	09:00	18:00	09:00	18:00
Audrey Peterson	10/08/2026	09:00	18:00	09:00	18:00	09:00	18:00	09:00	18:00
Audrey Peterson	10/09/2026	09:00	18:00	09:00	18:00	09:00	18:00	09:00	18:00
Audrey Peterson	10/10/2026	09:00	18:00	09:00	18:00	09:00	18:00	09:00	18:00
Audrey Peterson	10/11/2026	09:00	18:00	09:00	18:00	09:00	18:00	09:00	18:00
Audrey Peterson	10/12/2026	09:00	18:00	09:00	18:00	09:00	18:00	09:00	18:00
Audrey Peterson	10/13/2026	09:00	18:00	09:00	18:00	09:00	18:00	09:00	18:00
Audrey Peterson	10/14/2026	09:00	18:00	09:00	18:00	09:00	18:00	09:00	18:00
Audrey Peterson	10/15/2026	09:00	18:00	09:00	18:00	09:00	18:00	09:00	18:00
Audrey Peterson	10/16/2026	09:00	18:00	09:00	18:00	09:00	18:00	09:00	18:00
Audrey Peterson	10/17/2026	09:00	18:00	09:00	18:00	09:00	18:00	09:00	18:00
Audrey Peterson	10/18/2026	09:00	18:00	09:00	18:00	09:00	18:00	09:00	18:00
Audrey Peterson	10/19/2026	09:00	18:00	09:00	18:00	09:00	18:00	09:00	18:00
Audrey Peterson	10/20/2026	09:00	18:00	09:00	18:00	09:00	18:00	09:00	18:00
Audrey Peterson	10/21/2026	09:00	18:00	09:00	18:00	09:00	18:00	09:00	18:00
Audrey Peterson	10/22/2026	09:00	18:00	09:00	18:00	09:00	18:00	09:00	18:00
Audrey Peterson	10/23/2026	09:00	18:00	09:00	18:00	09:00	18:00	09:00	18:00
Audrey Peterson	10/24/2026	09:00	18:00	09:00	18:00	09:00	18:00	09:00	18:00
Audrey Peterson	10/25/2026	09:00	18:00	09:00	18:00	09:00	18:00	09:00	18:00
Audrey Peterson	10/26/2026	09:00	18:00	09:00	18:00	09:00	18:00	09:00	18:00
Audrey Peterson	10/27/2026	09:00	18:00	09:00	18:00	09:00	18:00	09:00	18:00
Audrey Peterson	10/28/2026	09:00	18:00	09:00	18:00	09:00	18:00	09:00	18:00
Audrey Peterson	10/29/2026	09:00	18:00	09:00	18:00	09:00	18:00	09:00	18:00
Audrey Peterson	10/30/2026	09:00	18:00	09:00	18:00	09:00	18:00	09:00	18:00
Audrey Peterson	10/31/2026	09:00	18:00	09:00	18:00	09:00	18:00	09:00	18:00

Late, early, absent: day by day



Attendance Oct 2026

10/01/2026 - 10/31/2026

Grave into 3 rows, early leave 3 rows, Overtime from 13 rows

Employee	Scheduled day	Present	Absent	Late (hrs)	Early (hrs)	Worked	Overtime	Attendance %
Audrey Peterson	15	15	0	0	0	135	0	100%
Ed Lambert	15	15	0	0	0	135	0	100%
Ernest Russell	15	15	0	0	0	135	0	100%
Jeffrey Kelly	15	15	0	0	0	135	0	100%
Rachel Perry	15	15	0	0	0	135	0	100%
Ronda Hart	15	15	0	0	0	135	0	100%
Alfred Peterson	15	15	0	0	0	135	0	100%
Doris Cole	15	15	0	0	0	135	0	100%
Muri Davis	15	15	0	0	0	135	0	100%
Tina Williams	15	15	0	0	0	135	0	100%

PDF

The totals per employee, the problem days and the printed summary.

Tip: Public holidays and time off of the schedule are not absences, and each employee is read in their own time zone.

2. What you get

Feature	What it does
A summary for any period	For all the employees, some departments or chosen employees.
Late and early	Arrival after the start of the schedule and departure before its end, with a grace in minutes.
Overtime	Time worked before the schedule starts or after it ends, from a minimum number of minutes. A lunch break without a punch is not overtime.
Absences	A scheduled day with no attendance. Public holidays and time off of the schedule are left out; today and the future are not counted.
Days off	Work on a day without schedule is overtime (you can switch this off).
Totals	Scheduled and present days, absences, late and early (times and minutes), hours worked, overtime and the attendance rate.
Detail	Every day with the schedule, the first check-in, the last check-out and the status.
PDF and Excel	A printed summary (with or without the days), and two Excel files: totals and days.
Time zones	Each employee is compared with their schedule in their own time zone.
Arabic	Everything is translated and works right to left.

3. Requirements

Item	Details
Odoo	19.0 (Community or Enterprise)
Apps needed	Attendances (<code>hr_attendance</code>)
License	OPL-1 (Odoo Proprietary License v1.0)

4. Install

- 1 Unzip the package. Inside is `taqnix_attendance_overtime.zip` ; unzip it to get the folder `taqnix_attendance_overtime` .
- 2 Copy the folder into one of the `addons_path` folders of your Odoo server and restart Odoo.
- 3 Log in as an administrator, activate **Developer mode**, open **Apps** and press **Update Apps List**.
- 4 Remove the "Apps" filter, search **Attendance Late, Early and Overtime Report** and press **Install**.

```
# or from the command line
./odoo-bin -c odoo.conf -d YOUR_DATABASE -i taqnix_attendance_overtime --stop-after-init
```

5. Create a summary

In plain words: Attendances → Reporting → Attendance summary, then **New**. Choose the period, the departments or the employees (empty means everybody) and the rules, then press **Compute**.

Attendances

Overview

Management

Kiosk Mode

Reporting

Configuration

4

3

My Company

A

New Attendance Nov 2026

Compute

DraftComputed

Name

Attendance Nov 2026

PERIOD AND PEOPLE

RULES

Period

Nov 1

→

Nov 30

Departments ?

Employees ?

Grace for late (minutes) ?

5

Grace for early leave (minutes) ?

5

Minimum overtime (minutes) ?

15

Work on days off is overtime

☒

Print the days ?

☐

A new summary with its rules.

Rule	Meaning
Grace for late	An arrival up to this many minutes after the start of the schedule is on time (5 by default).
Grace for early leave	A departure up to this many minutes before its end is on time (5 by default).
Minimum overtime	Time outside the schedule counts as overtime from this many minutes (15 by default).
Work on days off is overtime	All the time worked on a day without schedule is overtime.
Print the days	The PDF also lists every day of every employee.

6. The totals

In plain words: The **Employees** tab shows one line per employee. The calendar button opens the days of that employee. **Compute again** after attendances were corrected.

AttendancesOverviewManagementKiosk ModeReportingConfiguration

Attendance summariesAttendance Oct 2026

Days

1 / 1

Compute againPrintExcel: totalsExcel: daysBack to draftDraftComputed

Name

Attendance Oct 2026

PERIOD AND PEOPLE

Period

Oct 1

→

Oct 22

Departments ?

Employees ?

Abigail PetersonAudrey PetersonDoris ColeEli LambertErnest ReedJeffrey KellyMarc DemoRachel PerryRonnie HartTina Williamson

RULES

Grace for late (minutes) ?

5

Grace for early leave (minutes) ?

5

Minimum overtime (minutes) ?

15

Work on days off is overtime

☒

Print the days ?

☒

Employees

Employee	Department	Schedul...	Present ...	Absent ...	Late (tim...	Late (mi...	Early (mi...	Worked hours	Overtime hours	Attendance %	
Audrey Peterson	Finance	15	15	0	0	0	184	118:16	00:00	100 %	
Eli Lambert	Finance	15	15	0	0	0	0	113:01	00:00	100 %	
Ernest Reed	Operations	15	15	0	0	0	0	129:47	08:30	100 %	
Jeffrey Kelly	Operations	15	13	2	0	0	0	105:31	00:00	87 %	
Rachel Perry	Operations	15	15	0	2	53	94	118:24	00:00	100 %	
Ronnie Hart	Operations	15	15	0	0	0	0	121:05	00:00	100 %	

The totals: Marc is late five times, Audrey left early, Jeffrey was absent twice, Tina and Ernest have overtime.

Column	Meaning
Scheduled / Present / Absent days	Days of the schedule; those with an attendance; those without.
Late and Early	How many times and how many minutes in total.
Worked hours	The hours of the check-in and check-out pairs.
Overtime	Outside the schedule, from the minimum.
Attendance %	Present days divided by scheduled days.

7. Day by day

In plain words: The **Days** button lists every day. Filter *Late*, *early* or *absent* to see what to talk about, or *With overtime* to see what to pay.

Attendances Overview Management Kiosk Mode Reporting Configuration										
Attendance summaries / Attendance Oct 2026										
Attendance days ⚙										
Q Employee x Late, early or absent x Search...										
1-4 / 4 < >										
☐ Employee	Date	Status	Schedule from	to	In	Out	Worked	Late (min)	Early (mi...	Overtime
▼ Audrey Peterson (3)							21:11	0	184	00:00
☐ Audrey Peterson	Oct 1	Left early	08:00	17:00	07:56	15:55	06:59	0	65	00:00
☐ Audrey Peterson	Oct 12	Left early	08:00	17:00	07:54	16:11	07:17	0	49	00:00
☐ Audrey Peterson	Oct 16	Left early	08:00	17:00	07:55	15:50	06:55	0	70	00:00
▼ Jeffrey Kelly (2)										
☐ Jeffrey Kelly	Oct 8	Absent	08:00	17:00			00:00	0	0	00:00
☐ Jeffrey Kelly	Oct 19	Absent	08:00	17:00			00:00	0	0	00:00
▼ Marc Demo (5)							37:35	158	0	00:00
☐ Marc Demo	Oct 2	Late	08:00	17:00	08:34	17:01	07:26	34	0	00:00
☐ Marc Demo	Oct 6	Late	08:00	17:00	08:31	17:00	07:29	31	0	00:00
☐ Marc Demo	Oct 9	Late	08:00	17:00	08:37	17:02	07:25	37	0	00:00
☐ Marc Demo	Oct 13	Late	08:00	17:00	08:19	17:07	07:48	19	0	00:00
☐ Marc Demo	Oct 20	Late	08:00	17:00	08:37	17:04	07:27	37	0	00:00
▼ Rachel Perry (4)							29:32	53	94	00:00
☐ Rachel Perry	Oct 6	Late	08:00	17:00	08:24	17:01	07:37	24	0	00:00
☐ Rachel Perry	Oct 7	Left early	08:00	17:00	08:02	16:18	07:16	0	42	00:00
☐ Rachel Perry	Oct 13	Late	08:00	17:00	08:29	17:03	07:34	29	0	00:00
☐ Rachel Perry	Oct 21	Left early	08:00	17:00	08:03	16:08	07:06	0	52	00:00
										00:00

The late, early and absent days, grouped by employee.

Status	Meaning
Present	On time.
Late / Left early / Late and left early	Beyond the grace.
Absent	A scheduled day without attendance.
Worked on a day off	Attendance on a day without schedule.
No check-out	The employee did not check out: the day is shown without hours.

8. Print and export

In plain words: **Print** gives the summary in PDF; tick *Print the days* to add the detail of every employee. **Excel: totals** and **Excel: days** download the figures for payroll or your own analysis.



My Company
United States

Attendance Oct 2026

10/01/2026 - 10/22/2026

Grace: late 5 min, early leave 5 min. Overtime from 15 min.

Employee	Scheduled days	Present	Absent	Late (min)	Early (min)	Worked	Overtime	Attendance %
Audrey Peterson	15	15	0	0	184	118:16	00:00	100 %
Eli Lambert	15	15	0	0	0	113:01	00:00	100 %
Ernest Reed	15	15	0	0	0	129:47	08:30	100 %
Jeffrey Kelly	15	13	2	0	0	105:31	00:00	87 %
Rachel Perry	15	15	0	53	94	118:24	00:00	100 %
Ronnie Hart	15	15	0	0	0	121:05	00:00	100 %
Abigail Peterson	15	15	0	0	0	123:11	02:17	100 %
Doris Cole	15	15	0	0	0	121:11	00:00	100 %
Marc Demo	15	15	0	158	0	118:26	00:00	100 %
Tina Williamson	15	15	0	0	0	135:36	14:33	100 %
Total	150	148	2	211	278	1204:28	25:21	

Audrey Peterson

Date	Status	In	Out	Worked	Late (min)	Early (min)	Overtime
10/01/2026	Left early	07:56	15:55	06:59	0	65	00:00
10/02/2026	Present	07:58	17:04	08:06	0	0	00:00
10/05/2026	Present	07:56	17:00	08:04	0	0	00:00
10/06/2026	Present	07:58	17:03	08:05	0	0	00:00
10/07/2026	Present	07:59	17:07	08:08	0	0	00:00
10/08/2026	Present	08:00	17:04	08:03	0	0	00:00
10/09/2026	Present	08:00	17:05	08:05	0	0	00:00
10/12/2026	Left early	07:54	16:11	07:17	0	49	00:00
10/13/2026	Present	08:02	17:06	08:04	0	0	00:00
10/14/2026	Present	07:58	17:03	08:05	0	0	00:00

The printed summary.

9. How it is computed

Rule	Detail
The schedule	The working schedule of the employee, without public holidays and time off, in the employee's time zone.
Late	First check-in of the day, compared with the start of the schedule.
Early	Last check-out of the day, compared with the end of the schedule.
Overtime	The time before the schedule starts plus the time after it ends. The lunch break is not counted.
Absent	A scheduled day before today with no attendance.
Several punches	The first check-in and the last check-out of the day; the hours are the sum of the pairs.

10. Who can do what

Who	Can
Attendance officers (all attendances)	Create and compute summaries, print and export them.
Attendance administrators	Also delete summaries.

11. Arabic and right to left

My Company

الحضور نظرة عامة الإدارة وضع الكشك إعداد التقارير التهيئة

1 / 1

الأيام

Attendance Oct 2026

ممسوحة مصحوب

العودة إلى مسودة

احسب من جديد طباعة إكسل: الإجماليات إكسل: الأيام العودة إلى مسودة

الاسم

Attendance Oct 2026

الفترة والأشخاص

الفترة ١ أكتوبر

الأقسام

الموظفون

القواعد

5 سماح للتأخر (دقائق) ?

5 سماح المغادرة المبكرة (دقائق) ?

15 أدنى عمل إضافي (دقائق) ?

☒ العمل في أيام الإجازة عمل إضافي

☒ طباعة الأيام ?

Ernest Reed Eli Lambert Doris Cole Audrey Peterson Abigail Peterson Tina Williamson Ronnie Hart Rachel Perry Marc Demo Jeffrey Kelly

الموظفون

الموظف	القسم	أيام الجدول	أيام الحضور	أيام الغياب	تأخر (مرات)	تأخر (دقائق)	مبكر (دقائق)	الساعات المعمولة	ساعات العمل الإضافي	الحضور %
Audrey Peterson	Finance	15	15	0	0	0	184	118:16	00:00	100 %
Eli Lambert	Finance	15	15	0	0	0	0	113:01	00:00	100 %
Ernest Reed	Operations	15	15	0	0	0	0	129:47	08:30	100 %
Jeffrey Kelly	Operations	15	13	2	0	0	0	105:31	00:00	87 %
Rachel Perry	Operations	15	15	0	2	53	94	118:24	00:00	100 %
Ronnie Hart	Operations	15	15	0	0	0	0	121:05	00:00	100 %
Abigail Peterson	Sales	15	15	0	0	0	0	123:11	02:17	100 %
Doris Cole	Sales	15	15	0	0	0	0	121:11	00:00	100 %

A summary in an Arabic interface.

12. Limits

Limit	Detail
Odoo's own overtime	The module is a report: it does not approve overtime or change the overtime of Odoo Attendances.
One schedule	The schedule of the employee (or of the company) is used; flexible hours are not interpreted.
Night shifts	An interval that crosses midnight is attached to the day where it starts.
Size	Up to 20,000 employee-days for a summary; use shorter periods or departments beyond.

13. For developers

In plain words: Skip this chapter if you only use the module.

```
report = env['taqnix.attendance.report'].create({'date_from': '2026-10-01', 'date_to': '2026-10-01'})
report.action_compute()
report.line_ids.mapped('overtime_hours')    # totals per employee
report.day_ids                             # the days
```

14. Troubleshooting

Problem	What to do
Everybody is absent	The employees have no working schedule, or it does not include these days.
Late for everybody by some hours	Check the time zone of the employees: the schedule is read in it.
Too many days for so many employees	Choose a shorter period or a department.
Overtime is missing	It must reach the minimum (15 minutes by default); lower it for the report.
The PDF is empty or shows boxes	wkhtmltopdf must be installed; avoid symbols that the font lacks if you customise the template.

15. Updating and removing

Replace the folder with the new version, restart Odoo and run `-u taqnix_attendance_overtime` .
Summaries are kept.

16. Support

Installation help and bug fixes are included for 6 months, with lifetime updates. Contact us through the marketplace page where you bought the module or write to **support@taqnix.com** with your Odoo version and a screenshot.

Changelog

1.0.0 – Initial release

- Attendance summary for a period, departments or employees
- Late and early with grace, overtime with a minimum, absences without holidays or time off
- Totals per employee and the day-by-day detail with statuses
- Work on a day off as overtime; each employee in their own time zone
- PDF summary and two Excel exports
- Arabic translation, automated tests