

Attendance Importer

A guide to importing attendance from Excel or CSV: preparing the file, mapping the columns, reading the check, importing, undoing, time zones and troubleshooting.

1. Start here

In plain words: Time clocks, fingerprint devices and spreadsheets all produce the same thing: a list of who came in and when they left. Typing it into Odoo one line at a time takes hours and is full of typos. This module turns that file into attendance records in **four steps**, and checks every row before anything is created.

The screenshot shows the 'Import attendance' window in Odoo, specifically Step 3: Check. The window has a progress bar at the top with four steps: 1. File, 2. Columns, 3. Check (active), and 4. Done. Below the progress bar, it indicates '23 ready to import', '1 already in Odoo', and '4 with a problem'. The main table lists the following data:

Row	In the file	Employee	Check-in	Check-out	Duration	Status	Remark
26	E9999				00:00	Error	No employee found with this value.
27	E1003	Audrey Pe...			00:00	Error	The date or time is missing or not ...
28	E1005	Beth Evans			00:00	Error	More than 24 hours between che...
29	E1002	Anita Oliver	Oct 14, 12:00 PM	Oct 14, 6:00 PM	06:00	Error	Overlaps row 19.
2	E1001	Abigail Pe...	Oct 12, 8:10 AM	Oct 12, 5:09 PM	08:59	Ready	
3	E1002	Anita Oliver	Oct 12, 8:12 AM	Oct 12, 5:03 PM	08:51	Ready	
4	E1003	Audrey Pe...	Oct 12, 8:02 AM	Oct 12, 5:34 PM	09:32	Ready	
6	E1005	Beth Evans	Oct 12, 8:18 AM	Oct 12, 5:03 PM	08:45	Ready	
7	E1006	Doris Cole	Oct 12, 8:16 AM	Oct 12, 5:13 PM	08:57	Ready	
8	E1007	Eli Lambert	Oct 12, 8:01 AM	Oct 12, 5:05 PM	09:04	Ready	
9	E1008	Ernest Reed	Oct 12, 8:13 AM	Oct 12, 5:26 PM	09:13	Ready	
10	E1001	Abigail Pe...	Oct 13, 8:02 AM	Oct 13, 5:15 PM	09:13	Ready	
11	E1002	Anita Oliver	Oct 13, 8:02 AM	Oct 13, 5:35 PM	09:33	Ready	
12	E1003	Audrey Pe...	Oct 13, 8:13 AM	Oct 13, 5:03 PM	08:50	Ready	
13	E1004	Barty McBly	Oct 13, 8:18 AM	Oct 13, 5:07 PM	08:49	Ready	

At the bottom of the window, there are three buttons: 'Import the ready rows', 'Back', and 'Close'.

Step 3: every row is checked first. Problems are listed at the top, in red.

Step	What you do
1. File	Choose the Excel or CSV file.
2. Columns	Say which column is the employee, the check-in and the check-out. The module guesses from the titles.
3. Check	See every row with its status: ready, already in Odoo, or a problem with the reason.
4. Import	The ready rows become attendances. The rest are left out and can be downloaded as an Excel file to fix.

Tip: Each import is kept as a batch. If something was wrong, one click on **Undo this import** removes exactly the attendances it created.

2. Prepare your file

In plain words: The file needs one row per attendance and a title row. It can be .xlsx, .xls or .csv (Arabic CSV files saved by Excel are understood).

Employee ID	Check In	Check Out
E1001	2026-10-12 08:10	2026-10-12 17:09
E1002	2026-10-12 08:12	2026-10-12 17:03
E1001	2026-10-13 08:02	2026-10-13 17:15

Rule	Why
One row per attendance	Two shifts in a day are two rows.
A title row	The first row by default. If it is lower, set the Header row .
Real dates and times	Excel dates are best. Text such as 2026-10-12 08:10 or 12/10/2026 8:10 PM also works.
Values, not formulas	A formula that Excel has not calculated has no value. Open and save the file in Excel once.
Employees by a stable key	A badge number or an email is safer than a name (see chapter 5).

In plain words: You can also split date and time into separate columns: *Date*, *Time In*, *Time Out*. The module accepts both layouts.

3. Requirements

Item	Details
Odoo	19.0 (Community or Enterprise)
Apps needed	Attendances (hr_attendance)
Who can import	Users with the access right Attendances / Administrator
License	OPL-1 (Odoo Proprietary License v1.0)

4. Install

- 1 Unzip the package. Inside is `taqnix_attendance_import.zip` ; unzip it to get the folder `taqnix_attendance_import` .
- 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 Importer** and press **Install**.

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

Tip: A new menu appears: **Attendances** → **Import** → **Import from Excel / CSV**, and **Past imports** next to it.

5. How employees are found

In plain words: The file says *who* with a code, a name or an email. Choose in the first step how the module should find the employee:

Find the employee by	Matches the field	Where you set it
Badge ID	Badge ID	Employee form → HR Settings tab
Identification No	Identification No	Employee form → Private Information tab
Work email	Work Email	Employee form → Work Information
Name	Employee name	Employee form (spaces and capitals do not matter)
Odoo ID	The database ID of the employee	Visible in the address bar when you open the employee

In plain words: Capitals and extra spaces do not matter. Numbers that Excel stores as numbers (1001) match the text "1001". If two employees have the same value, the row is refused with a clear message instead of guessing.

Important: Names are the weakest key: two people can share one. Use a badge number if you can.

6. Step 1: the file

In plain words: Open **Attendances** → **Import** → **Import from Excel / CSV**.

The screenshot shows a web application interface for managing attendances. The top navigation bar includes links for Attendances, Overview, Management, Kiosk Mode, Reporting, Import, and Configuration. The main header area displays filters for Active Employees, Last 3 Months, and Employee, along with a search bar. The main content area shows a table with columns for Worked Hours, Expected Hours, Difference, and Balance, grouped by month (September 2026 and October 2026). A sidebar on the left lists employee names: Abigail Peterson, Anita Oliver, Barty McBly, Jennie Fletcher, Marc Demo, and Mitchell Admin. An 'Import attendance' dialog is open in the center, showing a progress bar with steps: 1. File, 2. Columns, 3. Check, and 4. Done. The dialog instructs the user to upload an Excel (.xlsx, .xls) or CSV file with one row per attendance. It shows the file 'attendance-sample.xlsx' and the sheet number '1'. It also allows finding the employee by 'Badge ID' and shows the header row as '1'. A 'Download a sample file' link is provided. The dialog has 'Next: columns' and 'Close' buttons.

Choose the file and how the employees are identified.

Choice	Meaning
Employee column	The column with the code, name or email.
Date column (optional)	Use it when the date is in its own column and the check-in/out columns hold only times.
Check-in / Check-out column	Dates with times, or only times when there is a date column.
Times in the file are in	The time zone the file was recorded in. Odoo stores UTC and converts for you. Default: your own.
Day before month	Read 03/04/2026 as 3 April. Real Excel dates are not affected.
Night shifts	A check-out earlier than the check-in means the next day (on by default).
Accept rows without a check-out	Create an open attendance. Off by default.

In plain words: The list under the choices shows each column title with the first values, so you can see what is in it. The titles *Employee*, *Badge*, *ID*, *Check In*, *Time In*, *Check Out*, *Time Out*, *Date* and the Arabic *التاريخ*, *خروج*, *دخول*, *موظف* are recognised.

8. Step 3: check every row

In plain words: Nothing is created yet. Every row gets a status:

Status	Meaning
Ready	Will be imported.
Already there	An identical attendance is already in Odoo. It is skipped, so importing the same file twice does no harm.
Error	Will not be imported, with the reason.

Message	What to do
No employee found with this value	The code, name or email is not in Odoo, or you chose the wrong "Find the employee by".
N employees have this value	Two employees share it. Use a more precise key.
The date or time is missing or not readable	Fix the cell (a real date, or text like 2026-10-12 08:10).
There is no check-out	Add it, or accept rows without a check-out.
The check-out is not after the check-in	Check the file. With night shifts on this is rare.
More than 24 hours between check-in and check-out	Probably a wrong date.
Overlaps an attendance already in Odoo / Overlaps row N	Odoo does not allow overlapping attendances for one person.

In plain words: Errors come first in the list. You can **Back** to change the columns and check again as often as you like. Import is only possible when at least one row is ready.

9. Step 4: import, open, undo

In plain words: Press **Import the ready rows**. The rows that are ready become attendances; rows with errors are left out.

The screenshot shows a software interface with a top navigation bar containing 'Attendances', 'Overview', 'Management', 'Kiosk Mode', 'Reporting', 'Import', and 'Configuration'. The main area is titled 'Attendances' and includes a search bar and filters for 'Active Employees', 'Last 3 Months', and 'Employee'. A table with columns 'Worked Hours', 'Expected Hours', 'Difference', and 'Balance' is visible for the months of September and October 2026. An 'Import attendance' dialog box is open in the foreground, showing a progress bar with four steps: '1 - File', '2 - Columns', '3 - Check', and '4 - Done' (highlighted in green). The dialog displays a green checkmark and the text '23 attendance(s) imported'. Below this, it states: 'Everything of this import is kept together as one batch, so you can open it or undo it later.' At the bottom of the dialog are three buttons: 'Show the attendances', 'Download the failed rows', and 'Close'. A sidebar on the left lists several user names: Abigail Peterson, Anita Oliver, Barty McBly, Jennie Fletcher, Marc Demo, and Mitchell Admin.

Done: 23 attendances created, the 4 problem rows can be downloaded.

In plain words: **Download the failed rows** gives an Excel file with the row number, what was in the file and why it failed, so you can correct only those rows and import them again.

Attendances

Overview

Management

Kiosk Mode

Reporting

Import

Configuration

12

14

My Company (San Francisco)

New

Attendances

Imported attendances

Q

Search...

1-23 / 23

☐	Employee	Check In	Check Out	Worked Hours	Worked Extra Hours	Extra Hours	
☐	Doris Cole	Oct 14, 8:18 AM	Oct 14, 5:19 PM	08:01	00:00	00:00	
☐	Beth Evans	Oct 14, 8:17 AM	Oct 14, 5:07 PM	07:50	00:00	00:00	
☐	Eli Lambert	Oct 14, 8:17 AM	Oct 14, 5:11 PM	07:54	00:00	00:00	
☐	B Barty McBly	Oct 14, 8:13 AM	Oct 14, 5:09 PM	07:56	00:00	00:00	
☐	Audrey Peterson	Oct 14, 8:04 AM	Oct 14, 5:18 PM	08:14	00:00	00:00	
☐	Ernest Reed	Oct 14, 8:03 AM	Oct 14, 5:37 PM	08:34	00:00	00:00	
☐	Anita Oliver	Oct 14, 8:01 AM	Oct 14, 5:35 PM	08:34	00:00	00:00	
☐	Abigail Peterson	Oct 14, 8:01 AM	Oct 14, 5:14 PM	08:13	00:00	00:00	
☐	Doris Cole	Oct 13, 8:20 AM	Oct 13, 5:37 PM	08:17	00:00	00:00	
☐	B Barty McBly	Oct 13, 8:18 AM	Oct 13, 5:07 PM	07:49	00:00	00:00	
☐	Ernest Reed	Oct 13, 8:18 AM	Oct 13, 5:25 PM	08:07	00:00	00:00	
☐	Audrey Peterson	Oct 13, 8:13 AM	Oct 13, 5:03 PM	07:50	00:00	00:00	
☐	Beth Evans	Oct 13, 8:07 AM	Oct 13, 5:40 PM	08:33	00:00	00:00	
☐	Abigail Peterson	Oct 13, 8:02 AM	Oct 13, 5:15 PM	08:13	00:00	00:00	
☐	Anita Oliver	Oct 13, 8:02 AM	Oct 13, 5:35 PM	08:33	00:00	00:00	
☐	Eli Lambert	Oct 13, 8:01 AM	Oct 13, 5:36 PM	08:35	00:00	00:00	
☐	Beth Evans	Oct 12, 8:18 AM	Oct 12, 5:03 PM	07:45	00:00	00:00	
☐	Doris Cole	Oct 12, 8:16 AM	Oct 12, 5:13 PM	07:57	00:00	00:00	

The new attendances in the Attendances list.

Attendances Overview Management Kiosk Mode Reporting Import Configuration

Imports

attendance-sample.xlsx – 2026-10-22 20:57

1 / 1

Show the attendances

Undo this import

Download the failed rows

Imported

Undone

attendance-sample.xlsx – 2026-10-22 20:57

Filename

attendance-sample.xlsx

Date

Oct 22, 11:57 PM

Imported by

Mitchell Admin

Company

My Company (San Francisco)

Rows in the file

28

Imported

23

Already there

1

Failed

4

Attendances still in Odoo

23

The import is kept as a batch: counts, the failed-rows file and the Undo button.

On the batch	What it does
Show the attendances	Opens the attendances created by this import.
Undo this import	Deletes exactly those attendances (asks first). The batch stays in the list as "Undone".
Download the failed rows	The Excel file of rows that were not imported.

In plain words: **Attendances → Import → Past imports** lists every import: who, when, how many rows, how many were created and how many failed.

Tip: Odoo then works out the worked hours and the overtime from the attendances in the usual way, the same as for attendances created by hand.

10. Dates and times it understands

In the file	Read as
A real Excel date and time	As it is
2026-10-12 08:10	12 Oct 2026, 08:10
12/10/2026 8:10 PM with "Day before month"	12 Oct 2026, 20:10
12/10/2026 8:10 PM without it	10 Dec 2026, 20:10
8:05, 08.05, 8:05 PM	A time of day (with a date column)
٠٨:١٠ ١٢-١٠-٢٠٢٦ and ٨:٣٠	Arabic digits and Arabic AM/PM are understood
46307.34 (a number)	An Excel date serial number
Only a time in the check-out cell	The date of the check-in is used

11. Time zones and clock changes

In plain words: Time clocks write local time. Odoo stores UTC. In step 2 choose the time zone the file was recorded in (it starts as your own) and the module converts every row. A time that does not exist or exists twice because of a daylight-saving change is read as standard time instead of failing.

Important: Odoo shows times in the browser's time zone. If you work from another country, the times you see can differ from the file by the difference between the two zones.

12. Limits

Limit	Detail
Rows	Up to 20,000 data rows per import. Split bigger files.
Sheets	One sheet per import: choose its number in step 1.
Protected files	Password-protected workbooks cannot be read: remove the password first.
Formulas	Their calculated values are used, so the file must have been saved by Excel.
Existing attendances	Never changed. Identical ones are skipped, overlapping ones are reported.
One open attendance	Odoo allows one open (no check-out) attendance per employee at a time.

13. For developers

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

Item	Details
Models	<code>taqnix.attendance.import</code> (wizard), <code>taqnix.attendance.import.header</code> , <code>taqnix.attendance.import.line</code> , and the persistent <code>taqnix.attendance.batch</code> .
Link	<code>hr.attendance.taqnix_batch_id</code> points to the batch that created an attendance.
Parsing	<code>models/parsing.py</code> has plain functions with no database: <code>read_table</code> , <code>parse_datetime</code> , <code>parse_time</code> , <code>parse_date</code> , <code>local_to_utc</code> , <code>guess_columns</code> .

```
from odoo.addons.taqnix_attendance_import.models import parsing

sheet, headers, rows = parsing.read_table(content, 'march.xlsx')
parsing.parse_time('٢٠:٣٠') # datetime.time(20, 30)
parsing.local_to_utc(naive_dt, 'Asia/Riyadh')
```

14. Troubleshooting

Problem	What to do
There is no Import menu	You need the access right Attendances / Administrator.
"The file could not be read"	Open it in Excel and save it again as .xlsx, or save as CSV. Remove any password.
All rows say "No employee found"	Wrong "Find the employee by", or the badge IDs are not set on the employees yet.
Times are shifted	Check "Times in the file are in" (step 2).
Days and months are swapped	Tick or untick "Day before month" (only for text dates).
Rows say "Overlaps an attendance already in Odoo"	The person already has an attendance in that period. Check it in Attendances, or undo the earlier import.
I imported the wrong file	Open Past imports, open the batch and press Undo this import.

15. Updating and removing

Replace the folder with the new version, restart Odoo and run `-u taqnix_attendance_import` . To remove it, uninstall it from Apps. The attendances already imported stay in Odoo as ordinary attendances; the list of past imports is removed.

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

- Four-step wizard: upload, map columns, check every row, import
- Excel (.xlsx, .xls) and CSV including Arabic encodings, any sheet and header row
- Employees found by badge ID, identification number, work email, name or Odoo ID
- Night shifts, time zones, Arabic digits and AM/PM, Excel serial dates, separate date and time columns
- Overlap detection against Odoo and inside the file, batches with one-click undo, error file, Arabic translation, automated tests

© Taqnix. Licensed under OPL-1.