# Process Definition Document (PDD)

\*\*Project:\*\* Employee Attendance Report Automation

\*\*Purpose:\*\* Define the detailed steps and logic for automating the employee attendance reporting process using UiPath.

## Process Overview

The process reads attendance data from multiple Excel files, consolidates it into a single monthly report, and emails it to the HR Manager.

## Process Steps

1. Load input Excel files from the Input folder.

2. Read and consolidate employee attendance data into a global DataTable.

3. Generate a summarized report in the Output folder.

4. Send the generated report by email using Gmail and GSuite API integration.

## Input and Output

\*\*Input:\*\* Excel attendance files from Input folder.  
\*\*Output:\*\* Consolidated monthly report (Excel) emailed to HR Manager.