

Binary Quest Limited  
245/2, New Circular Road  
Malibagh, Dhaka-1217  
Bangladesh

## Meeting Minutes

### Payroll, Attendance and Time Off Training (OLiLA)

Payroll training OLiLA HRM.

<b>Date &amp; Time:</b>	05/29/2023 11:30:00
<b>Responsible:</b>	Md. Shahajalal Hossain
<b>Note Taker:</b>	Md. Shahajalal Hossain
<b>Location:</b>	Anydesk
<b>Attendees:</b>	Matiar Rahman, Md. Shahajalal Hossain, Mostofa Zaman, rujina1099@gmail.com

### Agenda Items

#	Topic	Description / Notes	Discussed
1	<b>Time Off</b>	How to set public holidays in operating unit-wise.	Yes
2	<b>Payroll</b>	How to create a Batch in payroll and how to set employees in the salary sheet.	Yes
3	<b>To Pay</b>	How to create one person's salary in payroll.	Yes
4	<b>Payroll Report</b>	How to open payroll reports like payslip summary, Top-sheet, Provident fund, and loan deduction.	Yes
5	<b>Attendance</b>	How to input Manual attendance check-in and check-out time.	Yes

### Actions / Decisions

#	Action / Decision	Description / Notes	Responsible	Assigned To	Deadline
---	-------------------	---------------------	-------------	-------------	----------

Binary Quest Limited  
245/2, New Circular Road  
Malibagh, Dhaka-1217  
Bangladesh

#	Action / Decision	Description / Notes	Responsible	Assigned To	Deadline
1	Attendance	Check-in and Check-out Time Manually input which employees are showing error attendance.			05/31/2023