

Attendance Request

HRM

Branch

Employees

Holidays

Attendance

Attendance (Admin)

Attendance (Employee)

Shift & Schedule

Overtime (Admin)

Overtime (Employee)

Attendance Settings

Leaves

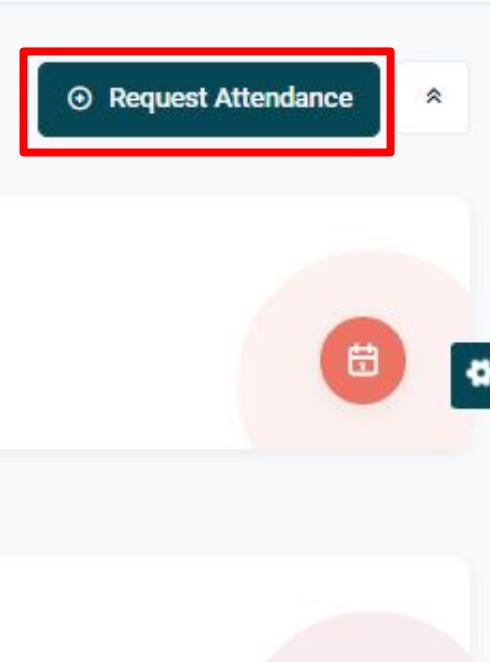
Official Business

Assets Management

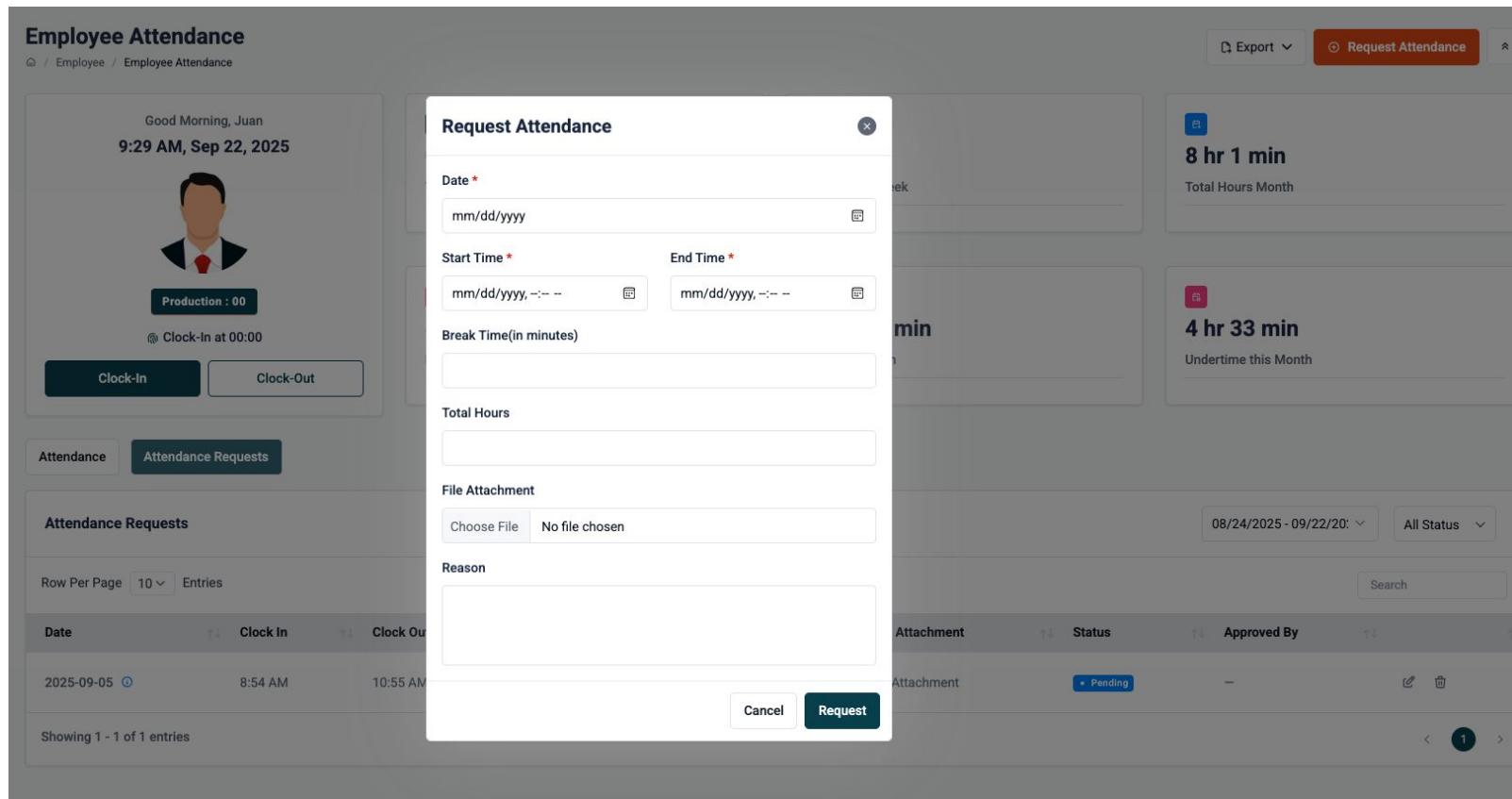
1. To open Attendance (Employee) page,
Click this Button



2. Then **Click this button**



Attendance Request



The screenshot shows a user interface for managing employee attendance. At the top, there's a header with the title 'Employee Attendance' and a sub-header 'Employee / Employee Attendance'. On the right side of the header are buttons for 'Export' and 'Request Attendance'.

The main area displays a dashboard with several summary boxes. One box shows '8 hr 1 min' as 'Total Hours Month' and another shows '4 hr 33 min' as 'Undertime this Month'.

On the left, there's a sidebar with a user profile for 'Juan' (Good Morning, Juan, 9:29 AM, Sep 22, 2025), a clock-in status (Production : 00), and buttons for 'Clock-In' and 'Clock-Out'. Below this are tabs for 'Attendance' and 'Attendance Requests', with 'Attendance Requests' currently selected.

The central part of the screen is a modal window titled 'Request Attendance'. It contains fields for 'Date' (mm/dd/yyyy), 'Start Time' (mm/dd/yyyy, -:--), 'End Time' (mm/dd/yyyy, -:--), 'Break Time(in minutes)', 'Total Hours', and a 'File Attachment' section with a 'Choose File' button. There's also a 'Reason' text area. At the bottom of the modal are 'Cancel' and 'Request' buttons.

At the bottom of the main dashboard, there's a table with columns for 'Attachment', 'Status', and 'Approved By'. One row in the table shows an attachment with a status of 'Pending'.

- Employees can file an **Attendance Request** if they forget to clock in/out or encounter errors while familiarizing themselves with the portal.
- How this feature is used depends on company policies.