

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**

Request Attendance

Total Hours Month

0 min

Hours

Undertime This Month

Attendance Request

The screenshot displays the 'Employee Attendance' portal interface. A modal titled 'Request Attendance' is open in the center. The background shows a user profile for 'Juan' with a 'Clock-In' button and a table of attendance requests. The modal form includes the following fields:

- Date ***: A date input field with a calendar icon.
- Start Time ***: A time input field with a calendar icon.
- End Time ***: A time input field with a calendar icon.
- Break Time(in minutes)**: A text input field.
- Total Hours**: A text input field.
- File Attachment**: A file selection area with 'Choose File' and 'No file chosen' buttons.
- Reason**: A large text area for providing details.
- Buttons**: 'Cancel' and 'Request' buttons at the bottom right of the modal.

The background interface includes a greeting 'Good Morning, Juan', a clock-in status '9:29 AM, Sep 22, 2025', a 'Production : 00' indicator, and a table of attendance requests with columns for Date, Clock In, and Clock Out. A table with 1 entry is shown.

- 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.