

Attendance Request

HRM

Branch

Employees

Holidays

Attendance

Attendance (Admin)

Attendance (Employee)

Shift & Schedule

Overtime (Admin)

Overtime (Employee)

Attendance Settings

Leaves

Official Business

Assets Management

To open Attendance (Admin) page,
Click this Button



Attendance Request

The dashboard displays three main status indicators: 1 employee is Present (green), 0 are Late (yellow), and 7 are Absent (red). Below these are tabs for 'Attendance' (selected) and 'Request Attendance'. The 'Attendance Requests' section shows a table with columns for Employee, Date, Clock In, Clock Out, Total Break, Total Hours, File Attachment, Status, Next Approver, and Last Approved By. The table lists four entries for January 30, 2026, and one for January 26, 2026, all pending approval by John Patrick Pagua.

- Users who have access to this page can, **Approve or Reject** Attendance requests.
- How this feature is used depends on company policies.