


Attendance Request

HRM

 Branch

 Employees

 Holidays

 Attendance

 Attendance (Admin)

 Attendance (Employee)


 Shift & Schedule

 Overtime (Admin)

 Overtime (Employee)

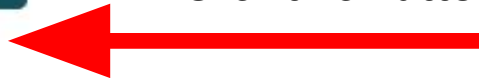
 Attendance Settings

 Leaves

 Official Business

 Assets Management

To open Attendance (Admin) page,
Click this Button



Attendance Request

Attendance Admin

/ Attendance Admin

Export / Download Import Default Attendance

Attendance Details

✓ Present
01
Employees

⚠ Late Login
00
Late

✗ Absent
07
Absent







Attendance

Request Attendance

Attendance Requests

01/01/2026 - 01/30/2026 All Branches All Departments All Designations All Status

Row Per Page 10 Entries Search

	Employee	Date	Clock In	Clock Out	Total Break	Total Hours	File Attachment	Status	Next Approver	Last Approved By
<input type="checkbox"/>	 Habana, Sean Derick IT Department	January 30, 2026	3:52 PM	11:52 PM	1 hr	<div>5 hr 7 min</div> <div>Night: 1 hr 52 min</div>	No Attachment	Pending	John Patrick Paguia	—
<input type="checkbox"/>	 Ompoy, Jirol Ladisla IT Department	January 30, 2026	6:02 AM	6:02 AM	435 hr 51 min	<div>0 min</div> <div>Night: 8 hr</div>	 View Attachment	Pending	John Patrick Paguia	—
<input type="checkbox"/>	 Ompoy, Jirol Ladisla IT Department	January 30, 2026	6:02 AM	6:02 AM	435 hr 51 min	<div>0 min</div> <div>Night: 8 hr</div>	 View Attachment	Pending	John Patrick Paguia	—
<input type="checkbox"/>	 Habana, Sean Derick IT Department	January 26, 2026	9:00 AM	8:00 PM	1 hr	<div>10 hr</div> <div>Night: 0 min</div>	No Attachment	Pending	John Patrick Paguia	—

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