

















































Attendance event types

- [Overview](#)
- [Create new attendance event type](#)
- [Update existing attendance event type](#)
- [Delete attendance event type](#)

Overview

Attendance event types are used to determine attendance events behaviour, as well as define how the system handles events (business trips, vacations, sick leave...).

ID	NAME	ICON	TIME BEFORE EVENT	ATTENDANCE EVENT TYPE CATEGORY	COMMENT	ACTIONS
<input type="checkbox"/>	1	Bolniška		Bolniška	0	  
<input type="checkbox"/>	2	Redni letni dopust		Dopust	0	  
<input type="checkbox"/>	3	Dovoljenje za nadure		Nadure	0	  
<input type="checkbox"/>	5	Registracija		Registracija	0	  
<input type="checkbox"/>	7	Delo od doma		Delo izven sedeža družbe	0	  
<input type="checkbox"/>	8	Korekcija salda			0	  
<input type="checkbox"/>	9	Službena pot - potni nalog		Delo izven sedeža družbe	0	  
<input type="checkbox"/>	11	Neregistrirana prisotnost		Registracija	0	  
<input type="checkbox"/>	16	Delo lokacija		Delo izven sedeža družbe	0	  
<input type="checkbox"/>	19	Preklican dan		Registracija	0	  
<input type="checkbox"/>	30	Malica			0	  
<input type="checkbox"/>	100	Neznan dogodek			0	  

Create new attendance event type

This action requires the "**Create attendance event types**" permission.

To create a new attendance event type, click the "+" button, this will redirect you to the "[Create new attendance event type](#)" form.

ID	NAME	ICON	TIME BEFORE EVENT	ATTENDANCE EVENT TYPE CATEGORY	COMMENT...	ACTIONS
1	Bojniška			Bojniška	0	
2	Redni letni dopust			Dopust	0	
3	Dovoljenje za nadure			Nadure	0	
5	Registracija			Registracija	0	
7	Delo od doma			Delo izven sedeža družbe	0	
8	Korekcija salda				0	
9	Službena pot - potni nalog			Delo izven sedeža družbe	0	
11	Neregistrirana prisotnost			Registracija	0	
16	Delo lokacija			Delo izven sedeža družbe	0	
19	Preklican dan			Registracija	0	
30	Malica				0	
100	Neznan dogodek				0	

Showing 1 to 50 of 12 entries | Show 5 10 25 50 100 per page

To create a new attendance event type, add at least the new type's **name**, **icon** and **category**.

Home / Add attendance event type

Basic information

NAME New type *	ICON *	ATTENDANCE EVENT TYPE CATEGORY Nadure *
REQUIRE END EVENT <input type="radio"/> NO	IS TIMESTAMP <input type="radio"/> NO	COUNT IN SALDO <input type="radio"/> NO
AVAILABLE MULTIPLE DAYS <input type="radio"/> NO	HAS DATA <input type="radio"/> NO	IS PARTIAL EVENT <input checked="" type="radio"/> YES
VISIBLE TO EMPLOYEE <input type="radio"/> NO	VISIBLE TO APPROVER <input type="radio"/> NO	HAS WORK LOCATION CHOICE <input type="radio"/> NO
TIME BEFORE EVENT Days before request for event	IS DESCRIPTION REQUIRED <input checked="" type="radio"/> YES	EXTERNAL APPROVAL <input checked="" type="radio"/> YES
NOTIFY ON CREATE <input type="radio"/> NO	NOTIFY LEAD ON REQUEST <input type="radio"/> NO	CAN SKIP WEEKENDS <input type="radio"/> NO

After save, create another

The switches are used to determine some of behaviour for events of the new type (if the event can skip weekends, is visible to employees for attendance request submitting...).

Update existing attendance event type

This action requires the "**Update attendance event types**" permission.

Updating an attendance event type should be done carefully, as changing the settings of an event type can lead to confusion, when an event of a given type gets created.

The screenshot shows a mobile application interface for creating a new attendance event type. The title bar at the top left says 'Home / New type' with a back arrow. On the top right, there are icons for a lock, a grid, and a notification bell. The main content area is titled 'Basic information' and contains a grid of 12 settings:

- NAME:** 'New type' (marked with a red asterisk)
- ICON:** A blue square icon with a white 'M' (marked with a red asterisk)
- ATTENDANCE EVENT TYPE CATEGORY:** 'Nadure' (marked with a red asterisk)
- REQUIRE END EVENT:** 'NO' (toggle)
- IS TIMESTAMP:** 'NO' (toggle)
- COUNT IN SALDO:** 'NO' (toggle)
- AVAILABLE MULTIPLE DAYS:** 'NO' (toggle)
- HAS DATA:** 'NO' (toggle)
- IS PARTIAL EVENT:** 'YES' (toggle)
- VISIBLE TO EMPLOYEE:** 'NO' (toggle)
- VISIBLE TO APPROVER:** 'NO' (toggle)
- HAS WORK LOCATION CHOICE:** 'NO' (toggle)
- TIME BEFORE EVENT:** 'Days before request for event' (dropdown)
- IS DESCRIPTION REQUIRED:** 'YES' (toggle)
- EXTERNAL APPROVAL:** 'YES' (toggle)
- NOTIFY ON CREATE:** 'NO' (toggle)
- NOTIFY LEAD ON REQUEST:** 'NO' (toggle)
- CAN SKIP WEEKENDS:** 'NO' (toggle)

A blue 'Save' button is located at the bottom right of the form.

Basic information

- **Name**
 - The name of the attendance event type
 - The name should be unique, for easier use.
- **Icon**
 - The icon of the event type.
 - This icon will represent events of this type in the workflow dashboard.
 - Icon should be a text character (emoji, wingdings, symbols...)
- **Attendance event type category**
 - The category of the event type
 - This category is used to group event types of similar use.
- **Require end event**
 - If this switch is enabled, the event will require

- Is timestamp
 - -
- Count in saldo
 - -
- **Available multiple days**
 - Set if the events of this can last more than a day.
 - If this switch is enabled, the attendance request form will show a "**From**" and "**To**" inputs instead of "**Date**".
- Has data
 - -
- Is partial event
 - -
- **Visible to employee**
 - Set if this attendance event type should be visible to the employees on user profile page.
 - If this switch is enabled, the event type can be selected by employees, when submitting a new attendance request.
- **Visible to approver**
 - Set if this attendance event type should be visible to the approver on workflow approvals page.
 - If this switch is enabled, the event type can be selected by approvers, when submitting a new attendance request for an employee.
- **Has work location choice**
 - Set if events of this type require a work location select.
 - When this switch is enabled, the attendance request form for a new event of this type will display a dropdown for selecting a work location.
 - If enabled, this event type will also require employees to have more than one possible work location.
- Time before event
 - -
- **Is description required**
 - Set if events of this type require a description.
 - When this switch is enabled, the attendance request form for a new event of this type will require a description.
- External approval
 - -

- **Notify on create**

- Set if the employee should be notified via email, when an event of this type is created.

- **Notify lead on request**

- Set if the employee's lead should be notified via email, when employee creates an attendance request for an event of this type.





















































- **Can skip weekends**

- Set if the an attendance request for events of this type can span across weekends.
- When this switch is enabled, the attendance request form for a new event of this type will show a "Skip weekends" checkbox.

Delete attendance event type

This action requires the "**Delete attendance event types**" permission.

To delete an attendance event type, you can click the "**Trash**" icon on the row of the user hr profile.

ID	NAME	ICON	TIME BEFORE EVENT	ATTENDANCE EVENT TYPE CATEGORY	COMMENT...	ACTIONS
1	Bolniška			Bolniška	0	  
2	Redni letni dopust			Dopust	0	  
3	Dovoljenje za nadure			Nadure	0	  
5	Registracija			Registracija	0	  
7	Delo od doma			Delo izven sedeža družbe	0	  
8	Korekcija salda				0	  
9	Službena pot - potni nalog			Delo izven sedeža družbe	0	  
11	Neregistrirana prisotnost			Registracija	0	  
16	Delo lokacija			Delo izven sedeža družbe	0	  
19	Preklican dan			Registracija	0	  
30	Malica				0	  
100	Neznan dogodek				0	  
6020	New type			Nadure	0	  

Showing 1 to 50 of 13 entries | Show 5 10 25 50 100 per page

Although attendance event types can be deleted, this should generally be avoided, in order to maintain data traceability in the HR module.