

Attendance events

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Overview

[Attendance events](#) are timestamped records, within the HR module, of events that relate to an employee's attendance/presence or working time.

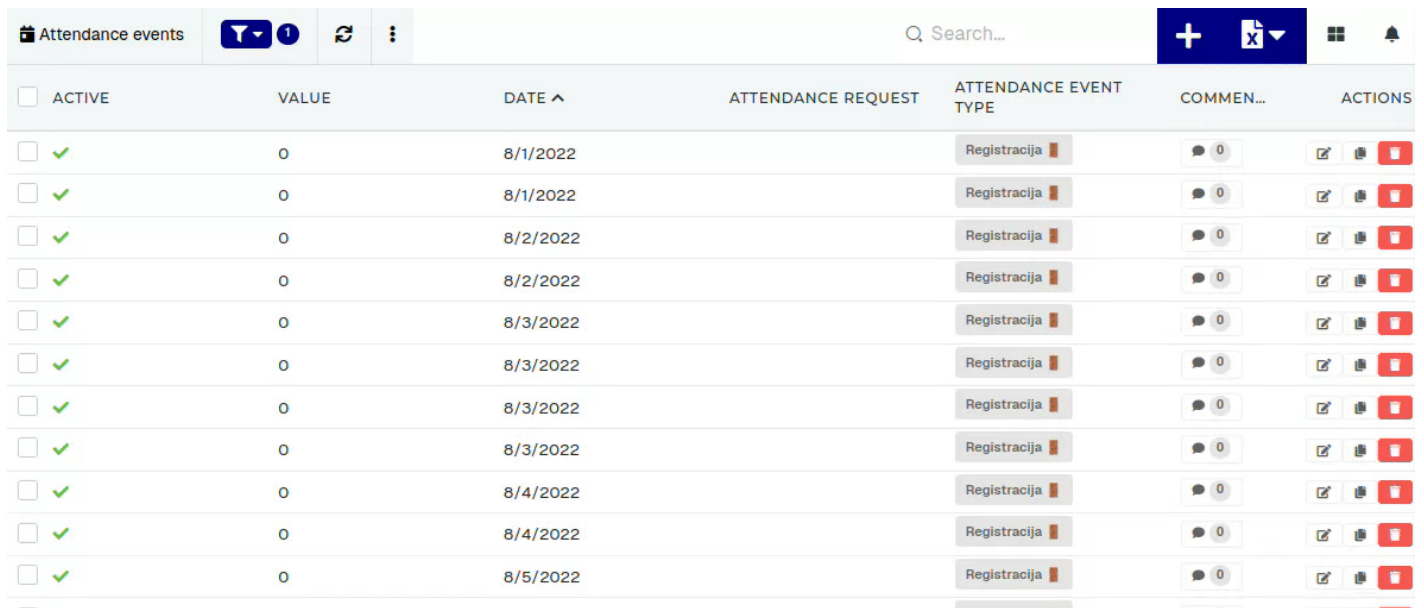
Attendance events span everything, from registrations, to vacation, sick leave, business trips...























| Attendance events | | | | Q Search... | | | | | |
|--------------------------|-------|----------|-----------------|--------------------|-----------------------|------------|---------|--|--|
| ACTIVE | VALUE | DATE ^ | NIGHT WORK DATE | ATTENDANCE REQUEST | ATTENDANCE EVENT TYPE | COMMENT... | ACTIONS | | |
| <input type="checkbox"/> | 0 | 8/1/2022 | | | Registracija | 0 | | | |
| <input type="checkbox"/> | 0 | 8/1/2022 | | | Registracija | 0 | | | |
| <input type="checkbox"/> | 0 | 8/2/2022 | | | Registracija | 0 | | | |
| <input type="checkbox"/> | 0 | 8/2/2022 | | | Registracija | 0 | | | |
| <input type="checkbox"/> | 0 | 8/3/2022 | | | Registracija | 0 | | | |
| <input type="checkbox"/> | 0 | 8/3/2022 | | | Registracija | 0 | | | |
| <input type="checkbox"/> | 0 | 8/3/2022 | | | Registracija | 0 | | | |
| <input type="checkbox"/> | 0 | 8/3/2022 | | | Registracija | 0 | | | |
| <input type="checkbox"/> | 0 | 8/4/2022 | | | Registracija | 0 | | | |
| <input type="checkbox"/> | 0 | 8/4/2022 | | | Registracija | 0 | | | |
| <input type="checkbox"/> | 0 | 8/5/2022 | | | Registracija | 0 | | | |
| <input type="checkbox"/> | 0 | 8/5/2022 | | | Registracija | 0 | | | |
| <input type="checkbox"/> | 0 | 8/8/2022 | | | Registracija | 0 | | | |
| <input type="checkbox"/> | 0 | 8/8/2022 | | | Registracija | 0 | | | |
| <input type="checkbox"/> | 0 | 8/9/2022 | | | Registracija | 0 | | | |
| <input type="checkbox"/> | 0 | 8/9/2022 | | | Registracija | 0 | | | |

Create new attendance event

This actions requires the "**Create attendance events**" permission.

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



| <input type="checkbox"/> | ACTIVE | VALUE | DATE ^ | ATTENDANCE REQUEST | ATTENDANCE EVENT TYPE | COMMENT... | ACTIONS |
|--------------------------|--------|-------|----------|--------------------|-----------------------|------------|---|
| <input type="checkbox"/> | ✓ | 0 | 8/1/2022 | | Registracija | 0 |   |
| <input type="checkbox"/> | ✓ | 0 | 8/1/2022 | | Registracija | 0 |   |
| <input type="checkbox"/> | ✓ | 0 | 8/2/2022 | | Registracija | 0 |   |
| <input type="checkbox"/> | ✓ | 0 | 8/2/2022 | | Registracija | 0 |   |
| <input type="checkbox"/> | ✓ | 0 | 8/3/2022 | | Registracija | 0 |   |
| <input type="checkbox"/> | ✓ | 0 | 8/3/2022 | | Registracija | 0 |   |
| <input type="checkbox"/> | ✓ | 0 | 8/3/2022 | | Registracija | 0 |   |
| <input type="checkbox"/> | ✓ | 0 | 8/3/2022 | | Registracija | 0 |   |
| <input type="checkbox"/> | ✓ | 0 | 8/4/2022 | | Registracija | 0 |   |
| <input type="checkbox"/> | ✓ | 0 | 8/4/2022 | | Registracija | 0 |   |
| <input type="checkbox"/> | ✓ | 0 | 8/5/2022 | | Registracija | 0 |   |

Normally, **attendance events are automatically created, when a new attendance request is added**. The amount of created events depends the count of days, that the attendance request spans.

Without proper permissions, the entire form is locked, and new events cannot be added.

Not all attendance events require an attendance request, some can, contextually, be created on their own (e.g. ordinary registrations.)

Update existing attendance event

This action requires the "**Update attendance events**" permission.

When updating an attendance event, keep in mind, that this information is depended upon by the HR module to work properly, in regards to salary generation and attendance management.

Home / Attendance event

Basic information

ATTENDANCE REQUEST

SUBSTITUTION REQUEST

EMPLOYEE
Nejc Frece Žohar, nejc.frece.zohar@dewesoft.com

ATTENDANCE EVENT TYPE
Registracija

DATE
02 / 02 / 2026, 05:00 PM

NIGHT WORK DATE
mm / dd / yyyy, --:-- --

ACTIVE
YES

VALUE
Value

Save

File manager

Basic information

Basic details of the attendance event, such as type, connected

- **Attendance request**
 - The request, to which this event belongs.
 - This is optional, an event does not inherently require an attendance request.
 - Lists all attendance requests.
- **Substitution request**
 - The attendance request that substitutes this event's attendance request.
 - Lists all attendance requests.
- **Employee**
 - The employee, to who the attendance event belongs to.
 - Lists users with existing HR profile.
- **Attendance event type**

- The type of attendance event.
- If a connected attendance request exists, the event should have the same type as request.
- The event type defines an event's behaviour.

- **Date**

- The date, when the event will have taken place.
- If an attendance request exists, this date should be within the from-to range of the attendance request.

- **Night work date**

- If the event is, for example, a leaving registration of an employee, who worked through the night, this date should be of the previous day, to signify that this date belongs to a night shift's end from the previous day.

- **Active**

- Denotes, if the event is active (i.e. if the event should be included in processes, regarding attendance records management).

- **Value**

- The amount of hours, that the event lasted for.
- If left blank, amount of a full 8 hours is assumed.

Delete attendance event

This action requires the "**Delete attendance events**" permission.

To delete an attendance event, you can click the "**Trash**" icon on the row of the attendance event that you want to delete..

| <input type="checkbox"/> ACTIVE | VALUE | DATE | NIGHT WORK DATE | ATTENDANCE REQUEST | EMPLOYEE | COMMENT... | ACTIONS |
|---------------------------------|-------|----------|-----------------|------------------------------|--|------------|---------|
| <input type="checkbox"/> | ✓ | 2/2/2026 | | | Nejc Frece Žohar nejc.frece.zohar@dewe... | 0 | |
| <input type="checkbox"/> | ✓ | 2/2/2026 | | | Nejc Frece Žohar nejc.frece.zohar@dewe... | 0 | |
| <input type="checkbox"/> | ✓ | 2/2/2026 | | Nejc Frece Žohar - 125523 | Nejc Frece Žohar nejc.frece.zohar@dewe... | 0 | |
| <input type="checkbox"/> | ✓ | 2/3/2026 | | | Nejc Frece Žohar nejc.frece.zohar@dewe... | 0 | |
| <input type="checkbox"/> | ✓ | 2/3/2026 | | | Nejc Frece Žohar nejc.frece.zohar@dewe... | 0 | |
| <input type="checkbox"/> | ✓ | 2/3/2026 | | Nejc Frece Žohar - 125795 | Nejc Frece Žohar nejc.frece.zohar@dewe... | 0 | |
| <input type="checkbox"/> | ✓ | 2/4/2026 | | | Nejc Frece Žohar nejc.frece.zohar@dewe... | 0 | |
| <input type="checkbox"/> | ✓ | 2/4/2026 | | | Nejc Frece Žohar nejc.frece.zohar@dewe... | 0 | |

Although attendance events can be deleted, this should generally be avoided, unless the event is incorrect and has no attached attendance request, in order to maintain data traceability within the HR module.