

# 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.

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