

Attendance requests

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Overview

[Attendance requests](#) are used within the system as a way for employees to alter their attendance records (e.g. request time off, submit a request for a business trip or work from home...)

Attendance requests can also be used to fix "issues" with attendance: For example, when an employee forgets to unregister before going home.

Attendance requests		Q Search...		+		x		🔔	
<input type="checkbox"/>	DATE FROM	DATE TO	VALUE	IS APPROVED	ATTENDANCE EVENT TYPE	COMMEN...	ACTIONS		
<input type="checkbox"/>	2022-11-04 00:00:00	2022-11-04 00:00:00		✓	Redni letni dopust 🌟	🗨️ 0	✍️	🗑️	🔴
<input type="checkbox"/>	2022-11-16 00:00:00	2022-11-16 00:00:00	0	✓	Delo od doma 🏠	🗨️ 0	✍️	🗑️	🔴
<input type="checkbox"/>	2022-11-23 00:00:00	2022-11-23 00:00:00	0	✓	Delo od doma 🏠	🗨️ 0	✍️	🗑️	🔴
<input type="checkbox"/>	2022-12-12 00:00:00	2022-12-12 00:00:00	0	✓	Delo od doma 🏠	🗨️ 0	✍️	🗑️	🔴
<input type="checkbox"/>	2022-12-23 00:00:00	2022-12-23 00:00:00	0	✓	Delo od doma 🏠	🗨️ 0	✍️	🗑️	🔴
<input type="checkbox"/>	2022-12-30 00:00:00	2022-12-30 00:00:00	0	✓	Redni letni dopust 🌟	🗨️ 0	✍️	🗑️	🔴
<input type="checkbox"/>	2023-01-13 00:00:00	2023-01-13 00:00:00	0	✓	Delo od doma 🏠	🗨️ 0	✍️	🗑️	🔴
<input type="checkbox"/>	2023-01-16 00:00:00	2023-01-16 00:00:00	0	✓	Delo od doma 🏠	🗨️ 0	✍️	🗑️	🔴
<input type="checkbox"/>	2023-02-28 12:00:00	2023-02-28 12:00:00	0	✓	Redni letni dopust 🌟	🗨️ 0	✍️	🗑️	🔴
<input type="checkbox"/>	2023-03-15 07:23:00	2023-03-15 07:23:00	0	✓	Registracija 📄	🗨️ 0	✍️	🗑️	🔴
<input type="checkbox"/>	2023-04-03 15:33:00	2023-04-03 15:33:00	0	✓	Registracija 📄	🗨️ 0	✍️	🗑️	🔴
<input type="checkbox"/>	2023-04-28 00:00:00	2023-04-28 00:00:00	0	✓	Redni letni dopust 🌟	🗨️ 0	✍️	🗑️	🔴
<input type="checkbox"/>	2023-07-24 00:00:00	2023-08-04 00:00:00	0	✓	Redni letni dopust 🌟	🗨️ 0	✍️	🗑️	🔴

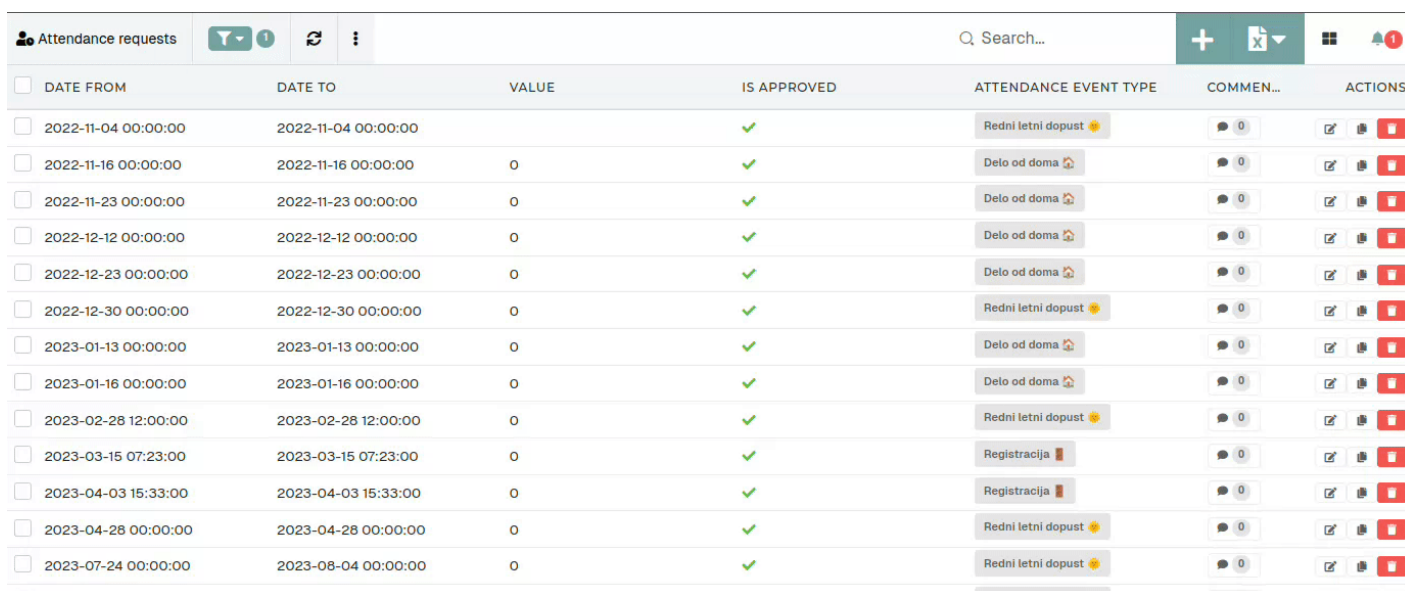
Create new attendance request

This action requires the "**Create attendance requests**" permission.

Attendance requests can be created in more than one way.

Create new attendance request through the create form

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



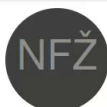
DATE FROM	DATE TO	VALUE	IS APPROVED	ATTENDANCE EVENT TYPE	COMMENT	ACTIONS
2022-11-04 00:00:00	2022-11-04 00:00:00		✓	Redni letni dopust 🟡	0	✎ 🗑️ 🚫
2022-11-16 00:00:00	2022-11-16 00:00:00	0	✓	Delo od doma 🏠	0	✎ 🗑️ 🚫
2022-11-23 00:00:00	2022-11-23 00:00:00	0	✓	Delo od doma 🏠	0	✎ 🗑️ 🚫
2022-12-12 00:00:00	2022-12-12 00:00:00	0	✓	Delo od doma 🏠	0	✎ 🗑️ 🚫
2022-12-23 00:00:00	2022-12-23 00:00:00	0	✓	Delo od doma 🏠	0	✎ 🗑️ 🚫
2022-12-30 00:00:00	2022-12-30 00:00:00	0	✓	Redni letni dopust 🟡	0	✎ 🗑️ 🚫
2023-01-13 00:00:00	2023-01-13 00:00:00	0	✓	Delo od doma 🏠	0	✎ 🗑️ 🚫
2023-01-16 00:00:00	2023-01-16 00:00:00	0	✓	Delo od doma 🏠	0	✎ 🗑️ 🚫
2023-02-28 12:00:00	2023-02-28 12:00:00	0	✓	Redni letni dopust 🟡	0	✎ 🗑️ 🚫
2023-03-15 07:23:00	2023-03-15 07:23:00	0	✓	Registracija 📄	0	✎ 🗑️ 🚫
2023-04-03 15:33:00	2023-04-03 15:33:00	0	✓	Registracija 📄	0	✎ 🗑️ 🚫
2023-04-28 00:00:00	2023-04-28 00:00:00	0	✓	Redni letni dopust 🟡	0	✎ 🗑️ 🚫
2023-07-24 00:00:00	2023-08-04 00:00:00	0	✓	Redni letni dopust 🟡	0	✎ 🗑️ 🚫

To create a new attendance request, you need to define the "**from**" and "**to**" dates, select an attendance event type, select **the employee** (for who the request is being create), **the approver** (who will approve/decline the request) as well as a mandatory **description**.

Create a new attendance request from your profile

Click on a day in the calendar, click the "**Add new workflow request**" button and fill out the new request form.

Submitting an attendance request from this page will sent an email to your lead, who will then approve/decline it.



Nejc Frece Žohar

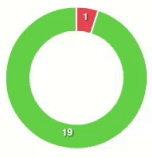
✉ nejc.frece.zohar@dewesoft.com
🔑 Set password
⚙ Locale settings...

- Workflow approval
- Employee documents
- Responsibilities
- Stock market
- Individual reward
- Performance reviews
- Human resources

Summary

Arrival: N/A
Saldo: -08:00

Annual leave balance



● Used leave
● Available leave in current year
● Transferred leave days
[Show details](#)

March 2026							Today
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	
23	24	25	26	27	28	1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30	31	1	2	3	4	5	

2. 3. 2026

-08:00

No events

[Add new workflow request](#)

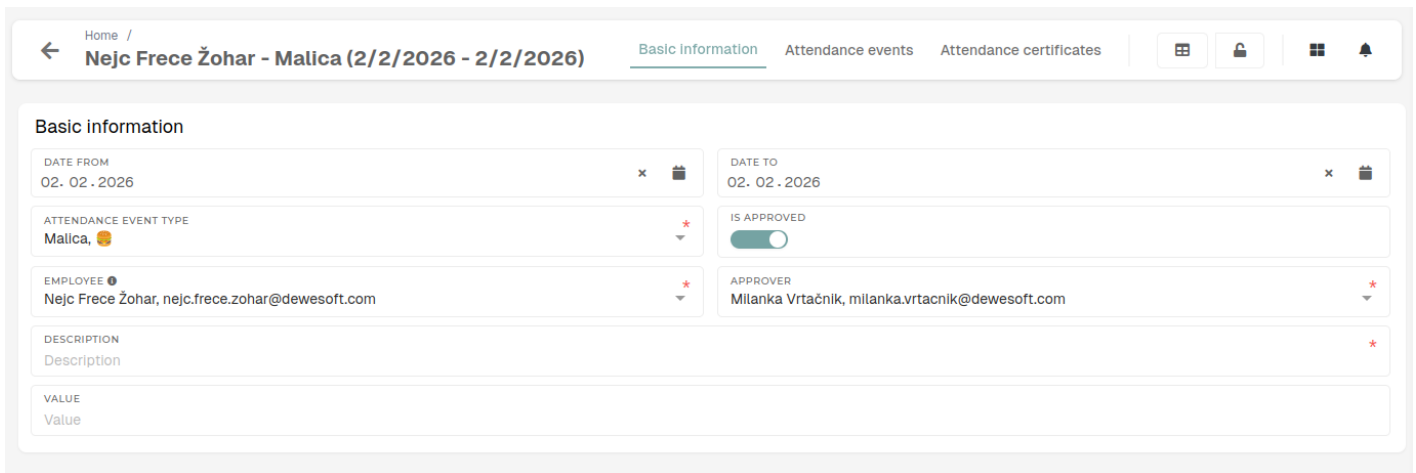
(Click on date to add new workflow request.)

Department leads can also create attendance requests for their employees on the "[Workflow approvals](#)" page.

Update existing attendance request

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

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



The screenshot shows a web interface for updating an attendance request. The breadcrumb navigation is 'Home / Nejc Frece Žohar - Malica (2/2/2026 - 2/2/2026)'. The main section is titled 'Basic information' and contains several input fields:

- DATE FROM:** 02. 02. 2026
- DATE TO:** 02. 02. 2026
- ATTENDANCE EVENT TYPE:** Malica, 🍌
- IS APPROVED:** A toggle switch that is currently turned on.
- EMPLOYEE:** Nejc Frece Žohar, nejc.frece.zohar@dewesoft.com
- APPROVER:** Milanka Vrtačnik, milanka.vrtacnik@dewesoft.com
- DESCRIPTION:** Description
- VALUE:** Value

Basic information

Details of the attendance request.

- **Date from**
 - The start date of the attendance request's date range.
 - This date should be before "Date to".
- **Date to**
 - The end date of the attendance request's date range.
 - This date should be after "Date from".
- **Attendance event type**
 - The type of the attendance request and its attendance events.
 - This type determines the behaviour of the request and events within the HR module.
- **Is approved**
 - Toggle that shows if the request is approved/declined.
 - This gets updated by the request approver.

- **Employee**

- The employee, to who this attendance request relates.
- A request can be submitted by the employee themselves or by their lead.

- **Approver**

- The lead, who will approve/decline the attendance request.

- **Description**

- A mandatory description, that should contain details about the attendance request.
- Description is always mandatory here.

- **Value**

- The value of hours of events in this attendance request.

Delete attendance request

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

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

Attendance requests cannot be deleted, if they have been locked or if any of their attendance events have been locked.

<input type="checkbox"/>	DATE FROM	DATE TO	VALUE	IS APPROVED	ATTENDANCE EVENT TYPE	COMMENT...	ACTIONS
<input type="checkbox"/>	2022-11-04 00:00:00	2022-11-04 00:00:00		✓	Redni letni dopust 🌟	0	
<input type="checkbox"/>	2022-11-16 00:00:00	2022-11-16 00:00:00	0	✓	Delo od doma 🏠	0	
<input type="checkbox"/>	2022-11-23 00:00:00	2022-11-23 00:00:00	0	✓	Delo od doma 🏠	0	
<input type="checkbox"/>	2022-12-12 00:00:00	2022-12-12 00:00:00	0	✓	Delo od doma 🏠	0	
<input type="checkbox"/>	2022-12-23 00:00:00	2022-12-23 00:00:00	0	✓	Delo od doma 🏠	0	
<input type="checkbox"/>	2022-12-30 00:00:00	2022-12-30 00:00:00	0	✓	Redni letni dopust 🌟	0	
<input type="checkbox"/>	2023-01-13 00:00:00	2023-01-13 00:00:00	0	✓	Delo od doma 🏠	0	
<input type="checkbox"/>	2023-01-16 00:00:00	2023-01-16 00:00:00	0	✓	Delo od doma 🏠	0	
<input type="checkbox"/>	2023-02-28 12:00:00	2023-02-28 12:00:00	0	✓	Redni letni dopust 🌟	0	
<input type="checkbox"/>	2023-03-15 07:23:00	2023-03-15 07:23:00	0	✓	Registracija 📄	0	
<input type="checkbox"/>	2023-04-03 15:33:00	2023-04-03 15:33:00	0	✓	Registracija 📄	0	

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