

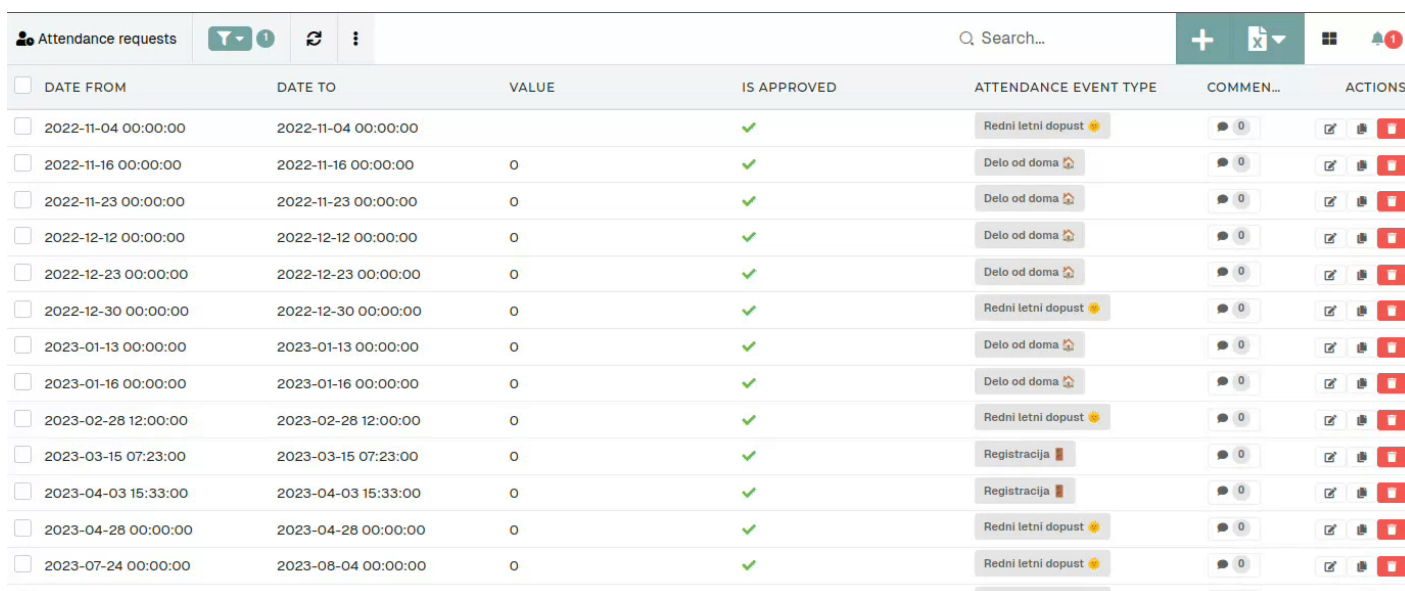
Create new attendance request

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.



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Set password

Locale settings...

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Workflow approval

Employee documents

Responsibilities

Stock market

Individual reward

Performance reviews

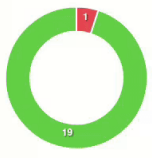
Human resources

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

(Click on date to add new workflow request.)

2. 3. 2026

-08:00

No events

Add new workflow request

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

Revision #5

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