

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.

Home / **Nejc Frece Žohar - Malica (2/2/2026 - 2/2/2026)** [Basic information](#) [Attendance events](#) [Attendance certificates](#)

Basic information

DATE FROM 02. 02. 2026	DATE TO 02. 02. 2026
ATTENDANCE EVENT TYPE Malica, 🍌	IS APPROVED ☒
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.

Attendance events

This section lists all events that belong to the attendance request.

Home /

ATTENDANCE REQUESTS | Nejc Frece Žohar - Malica (7/20/2026 - 7/20/2026)

Basic informationAttendance eventsAttendance certificates

Attendance events

ATTENDANCE EVENT TYPE

👤, Malica

*

DATE

20. 07. 2026

x

Duplicate

Remove

+ Add new

Save

Here you can add, update or remove events that belong to the attendance request.

Home /

ATTENDANCE REQUESTS | Nejc Frece Žohar - Malica (7/20/2026 - 7/20/2026)

Basic informationAttendance eventsAttendance certificates

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ATTENDANCE EVENT TYPE

👤, Malica

*

DATE

20. 07. 2026

x

Duplicate

Remove

+ Add new

Save

File manager

Comments

Audit log

Revision #4

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