

Attendance report

The [attendance report tab](#) allows for exporting of an employee's attendance records as an excel sheet. These exports can be used to verify employee attendance (e.g. used vacation days in the previous year).

User attendance event exports excel files, similar to the "[Workflow user details](#)" page.


The screenshot shows the HR reporting interface. At the top, there is a navigation bar with "HR reporting" and a menu icon. Below this is a row of five tabs: "Salary export", "Business trip", "Employees", "Lunch info", and "Attendance report". The "Attendance report" tab is selected and highlighted in blue. Below the tabs is a section titled "User attendance event exports". This section contains a form with a "YEAR" dropdown set to "2026" and a "SELECT EMPLOYEE FOR EXPORT" dropdown set to "Nejc Frece Zohar, nejc.frece.zohar@deweso...". To the right of the form is a grid of 12 orange buttons, each with an icon and text: "Generate Workflow Details Export", "Generate Bolniška Event Export", "Generate Redni letni dopust Event Export", "Generate Dovoljenje za nadure Event Export", "Generate Registracija Event Export", "Generate Delo od doma Event Export", "Generate Službena pot - potni nalog Event Export", "Generate Neregistrirana prisotnost Event Export", "Generate Delo lokacija Event Export", "Generate Nadomeščanje Event Export", and "Generate Malica Event Export".


To export employee's attendance details, an employee has to be selected. The year, for which the export will be created, can also be selected. When the employee is selected, the options for exports will appear.


You can create an export of all attendance events with the "**Generate Workflow Details Export**" or create a filtered export of specific attendance events by selecting any of the "**Generate [Attendance event type] Event Export**" exports.


The export may more time to generate. If the export generation takes too long, it will be generated in the background and sent to your email.


HR reporting Q Search...


Salary export


Business trip


Employees


Lunch Info


Attendance report

User attendance event exports

YEAR
📅 2025

SELECT EMPLOYEE FOR EXPORT

Attendance export of the current year exports only months up to the current one (e.g. export in February will exports only sheets for January and February).

The generated export has a summary, containing attendance event count by month, on the first sheet and attendance event details, split by month on all subsequent sheets.

Summary	Jan 2025	Feb 2025	Mar 2025	Apr 2025	May 2025	Jun 2025	Jul 2025	Aug 2025	Sep 2025	Oct 2025	Nov 2025	Dec 2025
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