

HR dashboard

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Overview

The HR dashboard is an HR-only page that lists all employees and their work time events for the current month.

Here, HR managers can view the current month's arrivals/departures, business trips, holidays, sick leaves, vacation and other events of every employee.

HR dashboard

FILTER BY DEPARTMENT: Contractors

CHOOSE EMPLOYMENT TYPE: Contractors

SHOW ALL EMPLOYEES

Coworkers workflow

CHANGE MONTH: Jan 2024

	1.1	2.1	3.1	4.1	5.1	6.1	7.1	8.1	9.1	10.1	11.1	12.1	13.1	14.1	15.1	16.1	17.1	18.1	19.1	20.1	21.1	22.1	23.1	24.1	25.1	26.1	27.1	28.1	29.1	30.1	31.1	
User 1	📍	📍	✅	✅	✅			✅	✅	✅	✅	✅			✅	✅	✅	✅	✅			✅	✅	✅	✅	✅			✅	✅	✅	Approved
User 2	📍	📍	✅	✅	✅			✅	✅	📅	✅	🚫			✅	📅	✅	✅	✅			✅	📅	✅	✅	✅			✅	✅	📅	Approved
User 3	📍	📍	✅	📅	✅			✅	✅	📅	✅	✅			✅	📅	✅	📅	✅			✅	📅	✅	✅	✅			✅	✅	📅	Approved
User 4	📍	📍	📅	📅	📅			✅	✅	📅	✅	✅			✅	📅	📅	📅	✅			✅	✅	✅	✅	✅			✅	🚫	📅	Approved
User 5	📍	📍	✅	✅	✅			✅	✅	✅	✅	✅			✅	✅	✅	✅	✅			✅	✅	✅	✅	✅			✅	✅	✅	Approved
User 6	📍	📍						✅	✅	✅	✅	✅			✅	✅	✅	✅	✅			✅	✅	✅	✅	✅			✅	✅	✅	Approved
User 7	📍	📍	✅	✅	✅			✅	✅	✅	✅	✅			✅	✅	✅	✅	✅			✅	✅	✅	✅	✅			✅	✅	✅	Approved

Workflow approval Add request

One row represents one employee. Rows are split into columns that correspond to days in the given month.

If any of the rows have a red background, that means some events in that row have errors that need to be fixed before the end of the month.

Icons

Every icon in a row (grouped into days) represents an HR event of that employee:

- **📍 Check-in registration**
 - When this icon is shown, that means there is no special events for that day and the employee has checked-in.
- **📅 OK**
 - This icon is shown when the day has no special events and both check-in and check-out registrations exist.
- **🚫 Missing registration**

- If this icon is shown, it means the day has no special events or missing registrations.
- **Missing end/start registration**
 - Registration events must appear in pairs each day (check-in and check-out). This icon is shown when the number of registrations for a given day is odd.
- **Declined request**
 - This icon is shown when a workflow request, made by an employee, was denied by their team lead.
- **Waiting for approval**
 - This icon appears, when an employee created a new workflow request, that has not yet been approved/denied.
- **Holiday**
 - This icon appears on days, when there is a holiday, that is also a day off.
- **Vacation**
 - This icon appears on days, when the employee is on vacation.
- **Sick leave**
 - When this icon appears, that means the employee is/was on sick leave and their doctor has issued an ebol.
- **Sick leave without ebol**
 - When this icon appears, that means the employee is/was on sick leave, but an ebol has not been issued.
- **Business trip**
 - This icon appears on days, when an approved business trip is planned to happen or has already happened.
- **Business trip (in progress)**
 - This icon replaces the ordinary business trip icon on the day, when the business trip is happening.
- **Work on location**
 - This icon is shown on days, when an employee is working at a different company site, not in their usual workplace.
- **Overtime request**
 - This icon means, that the employee has submitted an overtime request for that day. An overtime request is necessary for work over 10 hours on normal work days and any work, done on weekends, holidays,...
- * **An unhandled event**
 - This icon appears, when an unhandled exception happens in the access control system. Development team should be contacted.

HR events also differ in their background colors:

-  **Regular event**
 - Blue background represents a normal event. These are the common events with no requests attached, among which we count holidays, vacation, work from home and arrival/departure registrations.
-  **Approved request**
 - Green background represent an approved request. Employee has added a new workflow request, that was approved by their team lead.

-  **Pending request**
 - Yellow background represent a pending request. Employee has added a new workflow request, that has not yet been approved/declined by their team lead.
-  **Declined request**
 - Red background represent an approved request. Employee added a new workflow request, that was declined by their team lead.

In this context, special events mean vacations, work form home, sick leave...

HR troubleshooting

Before the end of the month, HR has to look over everyone's work time for the current month and alert leads of employees whose work times show errors.

While most employees won't show as problematic, sometimes errors will appear that users cannot fix on their own. These errors are addressed by the HR department. Among these, errors such as multiple registrations, wrongly inputted work trip or sick leave...

The screenshot displays an HR dashboard interface. At the top, there are navigation elements like 'HR Dashboard' and a user profile icon. Below this is the 'HR dashboard' title and filter options for 'DEPARTMENT' and 'EMPLOYEES'. A section for 'CHOOSE EMPLOYMENT TYPE' is set to 'Contractors'. The main area is titled 'Coworkers workflow' and shows a calendar for 'Jan 2024'. The calendar grid has columns for each day of the month (1.1 to 31.1) and rows for 'User 1' through 'User 7'. Each cell in the grid contains a status icon: a green checkmark for approved work, a calendar icon for events, or a red circle with a white exclamation mark for errors. For example, User 1 has checkmarks for most days, but a calendar icon on 10.1 and an error icon on 11.1. User 4 has a calendar icon on 11.1 and an error icon on 30.1. At the bottom of the dashboard, there is a 'Workflow approval' section with an 'Add request' button.

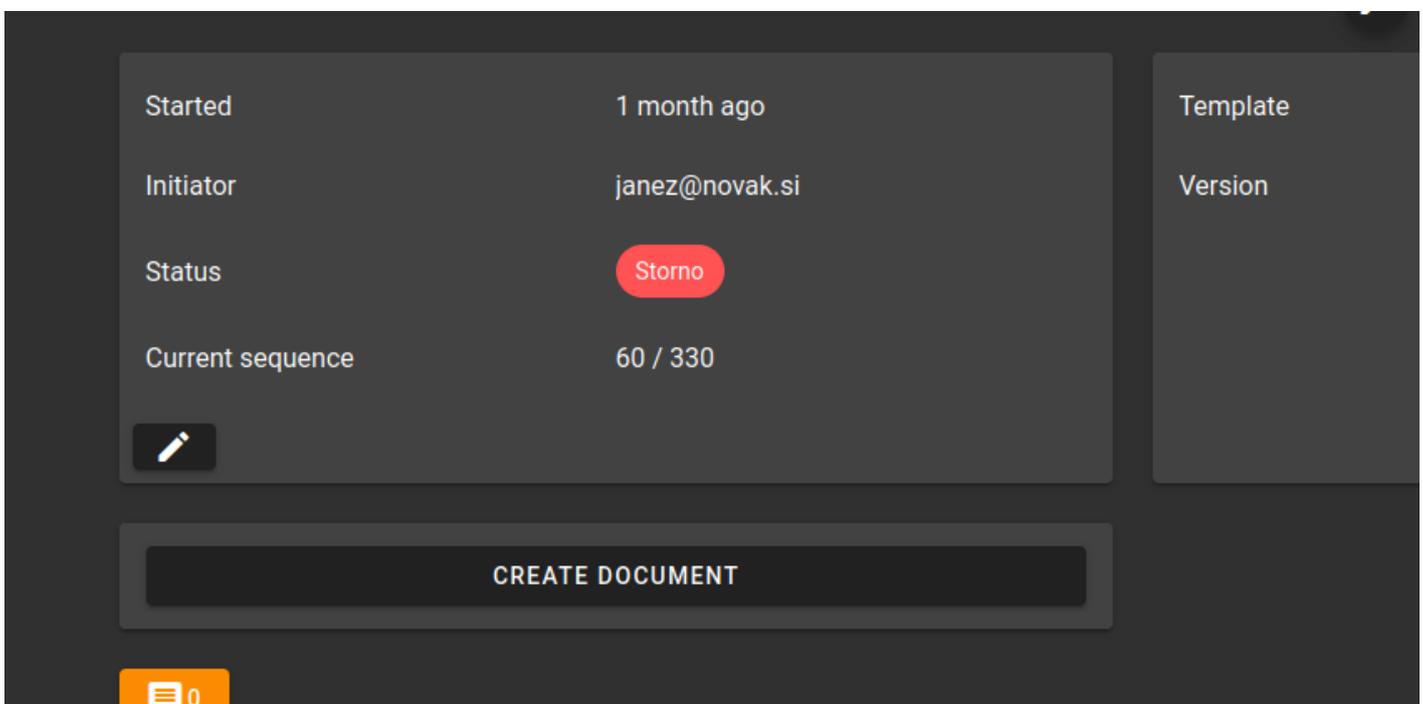
	1.1	2.1	3.1	4.1	5.1	6.1	7.1	8.1	9.1	10.1	11.1	12.1	13.1	14.1	15.1	16.1	17.1	18.1	19.1	20.1	21.1	22.1	23.1	24.1	25.1	26.1	27.1	28.1	29.1	30.1	31.1		
User 1	👤	👤	✅	✅	✅			✅	✅	✅	✅	✅			✅	✅	✅	✅	✅	✅			✅	✅	✅	✅	✅			✅	✅	✅	Approved
User 2	👤	👤	✅	✅	✅			✅	✅	📅	✅	⚠️			✅	📅	✅	✅	✅	✅			✅	📅	✅	✅	✅			✅	✅	📅	Approved
User 3	👤	👤	✅	📅	✅			✅	✅	📅	✅	✅			✅	📅	✅	✅	✅	✅			✅	📅	✅	✅	✅			✅	✅	📅	Approved
User 4	👤	👤	📅	📅	✅			✅	✅	📅	✅	✅			✅	📅	✅	✅	✅	✅			✅	✅	✅	✅	✅			✅	⚠️	📅	Approved
User 5	👤	👤	✅	✅	✅			✅	✅	✅	✅	✅			✅	✅	✅	✅	✅	✅			✅	✅	✅	✅	✅			✅	✅	✅	Approved
User 6	👤	👤						✅	✅	✅	✅	✅																		✅	✅	✅	Approved
User 7	👤	👤	✅	✅	✅			✅	✅	✅	✅	✅			✅	✅	✅	✅	✅	✅			✅	✅	✅	✅	✅			✅	✅	✅	Approved

HR troubleshooting: Sick leave

HR troubleshooting: Business trip

When a **process** in the Process Manager is set to **storno**, the attendance request in HR dashboard has to be manually deleted.

The attendance request has to be deleted in [HR dashboard](#).



To delete the problematic business trip attendance request, find the red car icon with the red background and click on it.

HR Dashb

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FILTER BY DE

CHOOSE EMP

All

SHOW ALL

Cow

Are you sure?

Confirm

Cancel

APPROVED

Process is still in

Open in process manager

1. 6. 2024

Description: Goni Poni rezervacija Golf2

Službena pot - potni nalog

Janez Novak

Službena pot - potni nalog

1. 6. 2024

Description: Goni Poni rezervacija Golf2

APPROVED

Process is still in

Open in process manager

5.6 6.6 7.6 8.6 9.6 10.6 11

Janez Novak

✓ ✓ ✓ ✓ ✓ ☺ ☺

When a tool-tip with the details of the attendance request is shown, click on the **"trash"** button to begin its deletion. When shown, click the confirmation button to delete the business trip attendance request.

HR troubleshooting: Registrations