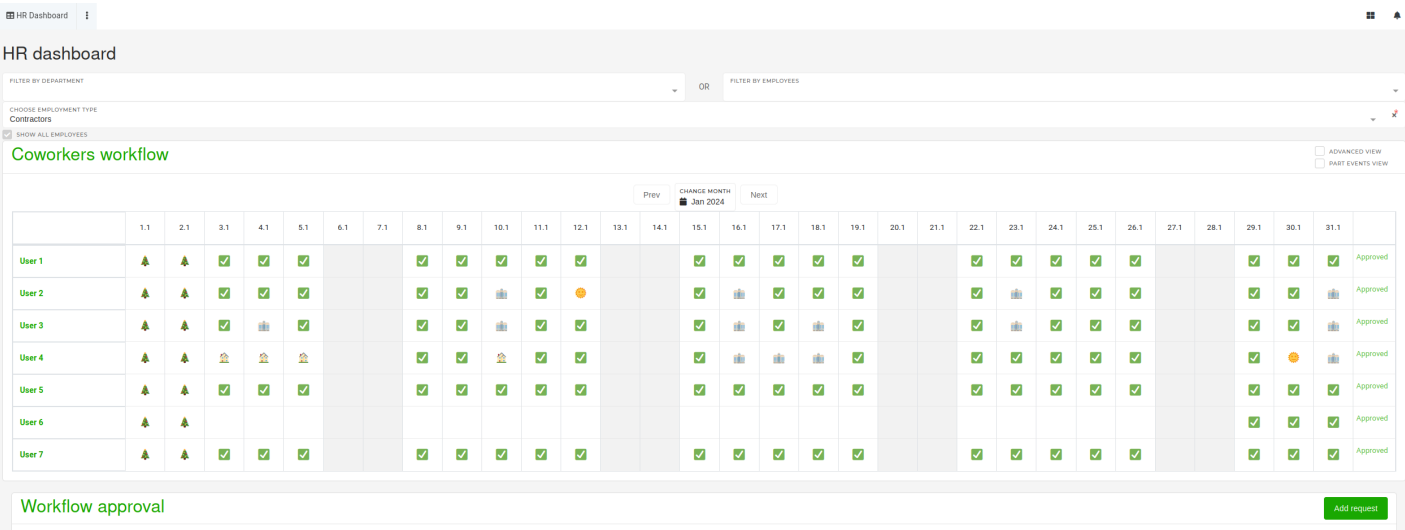# Overview

> 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.

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 crated 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...

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