

# Attendance registration

Employees can register attendance in different ways. The simplest way is for employees to have **automatic registrations** set up in their User HR profiles, where registrations are automatically generated on a daily basis, at set times.

## Workflow approval

Summary

Arrival: 13:03

Saldo: -07:59

Annual leave balance

● Used leave

● Available leave in current year

● Transferred leave days

Show details

December 2024

Today

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
25	26	27	28	29	30	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.)

12. 12. 2024

+00:00

Registracija

09:00

12. 12. 2024

Malica

11:35

12. 12. 2024

Registracija

17:00

12. 12. 2024

Add new workflow request

The second way is to register through an access control system (eg. Spica), where you **register with a keycard** when you come in and when you leave work. This information is then synced twice per day into the ERP and registrations are generated.

The third way is similar to the keycard registrations, but instead of a keycard, employees click a button, located on the user profile page. This button adds **virtual registrations** when clicked.

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16. 12. 2024

+00:00

No events

Add new workflow request

The third method works if employees have **"Entry registration"** enabled and the system has **Virtual registrations** enabled.