

Attendance registration

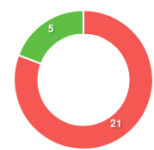
Employees can register attendance in different ways. The simplest way is for employees to have **automatic registrations** set up in their User HR profiles, where registrations are automatically generated on a daily basis, at set times.

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 | 12. 12. 2024 |
|---------------|---------|-----------|----------|---------|----------|--------|-------|--------------|
| Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday | | |
| 25 | 26 | 27 | 28 | 29 | 30 | 1 | | +00:00 |
| 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.)

| | | |
|--------------|-------|--------------|
| 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.

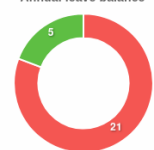
The third way is similar to the keycard registrations, but instead of a keycard, employees click a button, located on the user profile page. This button adds **virtual registrations** when clicked.

Workflow approval

Summary

Arrival: 13:04
Saldo: -07:59

Annual leave balance



● Used leave
● Available leave in current year
● Transferred leave days
Show details ▾



| December 2024 | | | | | | | Today | 16. 12. 2024 |
|---------------|---------|-----------|----------|---------|----------|--------|-------|--------------|
| Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday | | |
| 25 | 26 | 27 | 28 | 29 | 30 | 1 | | +00:00 |
| 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.)

No events
Add new workflow request

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

Revision #4

Created 2024-12-16 12:07:06 UTC by Admin

Updated 2025-04-24 11:14:09 UTC by Admin