

Adding new attendance requests

In some cases, an employee is unable to submit a request due to certain exceptional reasons (e.g. illness). In those cases, you can submit one for them.

You can do this in two ways, directly by clicking on the calendar, or by selecting the **"Add request"** button and filling out the form - this method allows you to submit a request for several people at the same time.

The screenshot shows the 'Workflow approvals' interface. At the top, there's a search bar and a 'Workflow approvals' header. Below that, there are filters for 'CHOOSE EMPLOYMENT TYPE' (All) and 'SHOW ALL EMPLOYEES OF ALL DEPARTMENTS'. The main section is titled 'Coworkers workflow' and features a calendar for the month of March 2026. The calendar has columns for each day from 1.3 to 31.3. Below the calendar, there are three panels: 'Workflow approval' with a modal for Jane Doe (2.3.2026) showing 'Request: Need vacation' and 'Description: Need vacation', with 'Approve' and 'Decline' buttons; 'Monthly statistics of workflow' showing 'Coming soon' and 'Workflow statistics' (Working hours this month: 596, Average per day: 8.25h, Currently active: 4, Team size: >); and 'Actions' with a 'Missing work equipment (0)' button.

Once the **"Add new workflow request"** modal is open, select the type of the new attendance request, then fill out the form accordingly.

The screenshot shows the 'Workflow approvals' interface with the calendar for February 2026. The calendar has columns for each day from 1.2 to 28.2. Below the calendar, there are three panels: 'Workflow approval' with a modal for Jane Doe (2.3.2026) showing 'Request: Need vacation' and 'Description: Need vacation', with 'Approve' and 'Decline' buttons; 'Monthly statistics of workflow' showing 'Coming soon' and 'Workflow statistics' (Working hours this month: 596, Average per day: 8.25h, Currently active: 4, Team size: >); and 'Actions' with a 'Missing work equipment (0)' button.