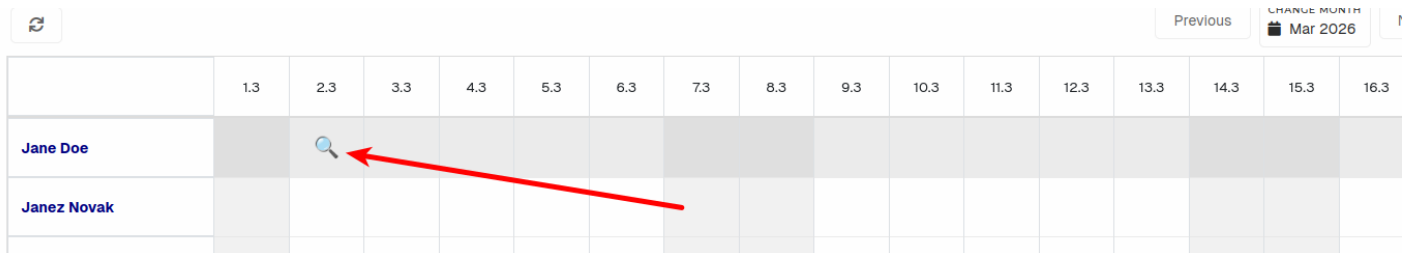


# Manage attendance requests

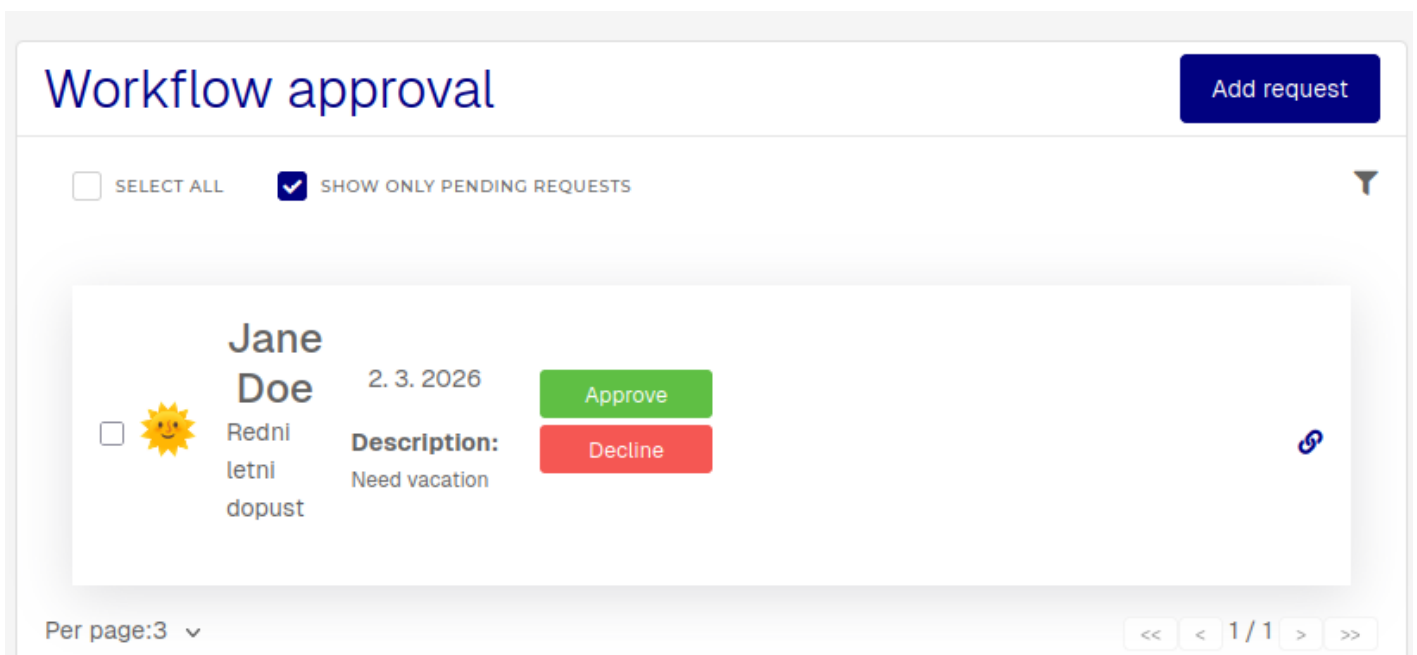
When you receive a new attendance request, it will appear in the "**Workflow approvals**" section and in the "**Coworkers workflow**". Review it and approve/decline it accordingly.

When a new attendance request is submitted by your employees, the system will send you an email notification. Like-wise, employee will be notified of your approval/rejection of their request with an email notification.





	1.3	2.3	3.3	4.3	5.3	6.3	7.3	8.3	9.3	10.3	11.3	12.3	13.3	14.3	15.3	16.3
Jane Doe		🔍														
Janez Novak																

If an attendance request is **declined**, a **comment** (rejection reason) is **required**.



**Workflow approval** Add request

SELECT ALL  SHOW ONLY PENDING REQUESTS

 **Jane Doe** 2. 3. 2026 Approve Decline 

**Description:** Need vacation

Redni letni dopust

Per page: 3 << < 1 / 1 > >>

You can approve/decline a request by clicking the **Approve/Decline** buttons in the "Workflow approvals" section, or in the calendar, where the approve/decline buttons appear inside a tooltip.

Workflow approvals

Q Search...

CHOOSE EMPLOYMENT TYPE  
All

SHOW ALL EMPLOYEES OF ALL DEPARTMENTS

### Coworkers workflow

ADVANCED VIEW  
PART EVENTS VIEW

Previous CHANGE MONTH Mar 2026 Next

	1.3	2.3	3.3	4.3	5.3	6.3	7.3	8.3	9.3	10.3	11.3	12.3	13.3	14.3	15.3	16.3	17.3	18.3	19.3	20.3	21.3	22.3	23.3	24.3	25.3	26.3	27.3	28.3	29.3	30.3	31.3
Jane Doe																															
Janez Novak																															
Joe Cipp																															
John Doe																															

#### Workflow approval

SELECT ALL SHOW ONLY PENDING REQUESTS

**Jane Doe** 2.3. 2026

Reason: Need vacation

Approve Decline

Add request

#### Monthly statistics of workflow

Coming soon

Workflow statistics

Working hours this month: 596  
Average per day: 8.25h  
Currently active: 4  
Team size: >

#### Actions

Missing work equipment (0)

## Revision #5

Created 2026-02-17 13:22:26 UTC by Nejc

Updated 2026-03-10 09:41:27 UTC by Nejc