



Eagles Team Capstone Project



Leave and Absence Management

Team Members:

- Khaled Mohammed Ali El-Qabbany
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- Mohammed Reda Abd El-Salam Mahmoud
- Ebrahim Mohammed Kamel Hassan
- Khaled Faisal Mahmoud Kamel

Objective:

- Automate time-off requests and approvals

Scope:

- Configure leave types (annual, sick, unpaid)
- Set accrual policies
- Record leave requests and approvals
- Generate absence balance reports

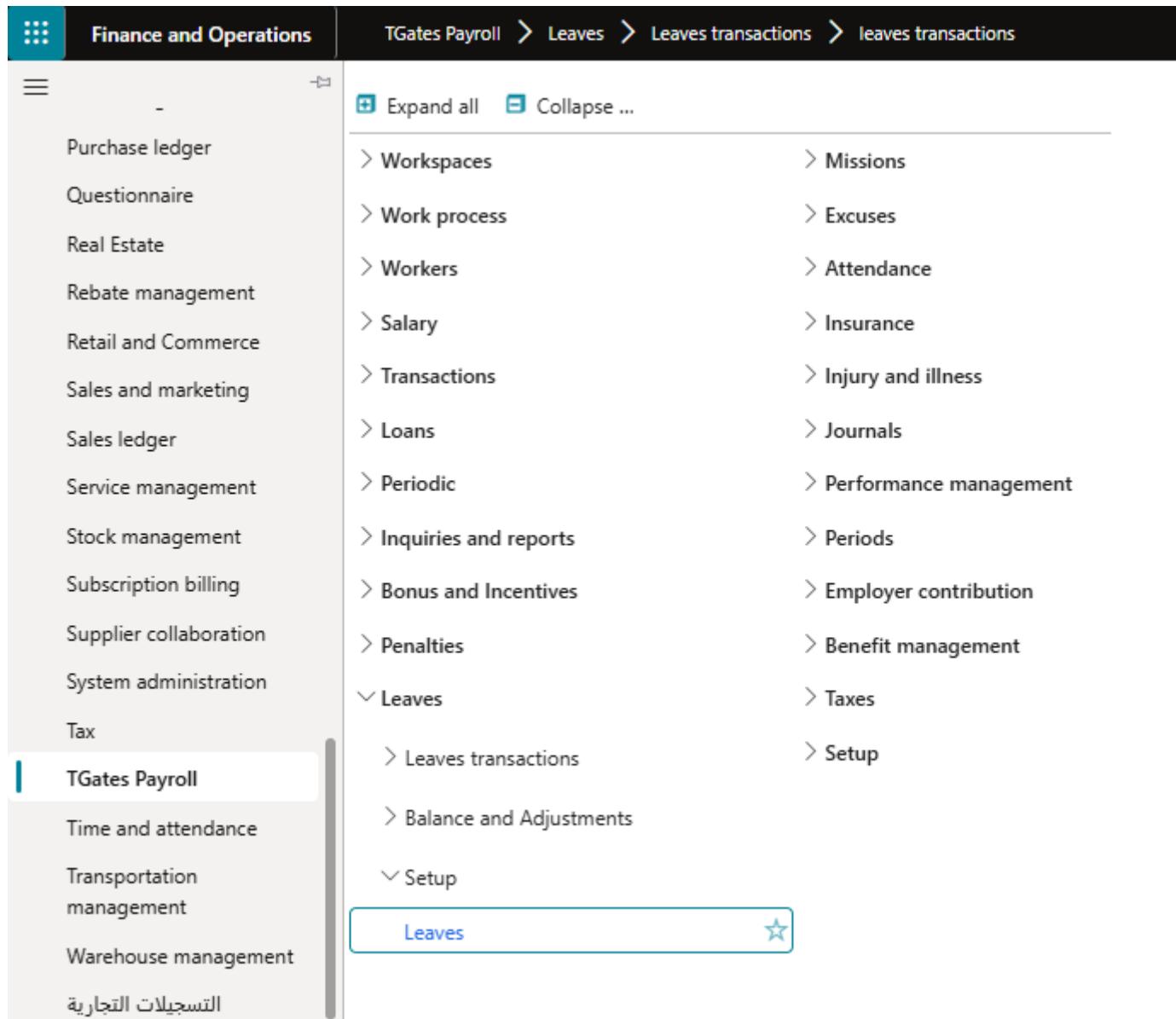
Instructor:

- Mr. Mohammed Yasser Othman

أولاً : إعداد الأجازات بأنواعها Configure leave types

- يتم الدخول على :

TGates payroll > Leaves> Setup > Leaves



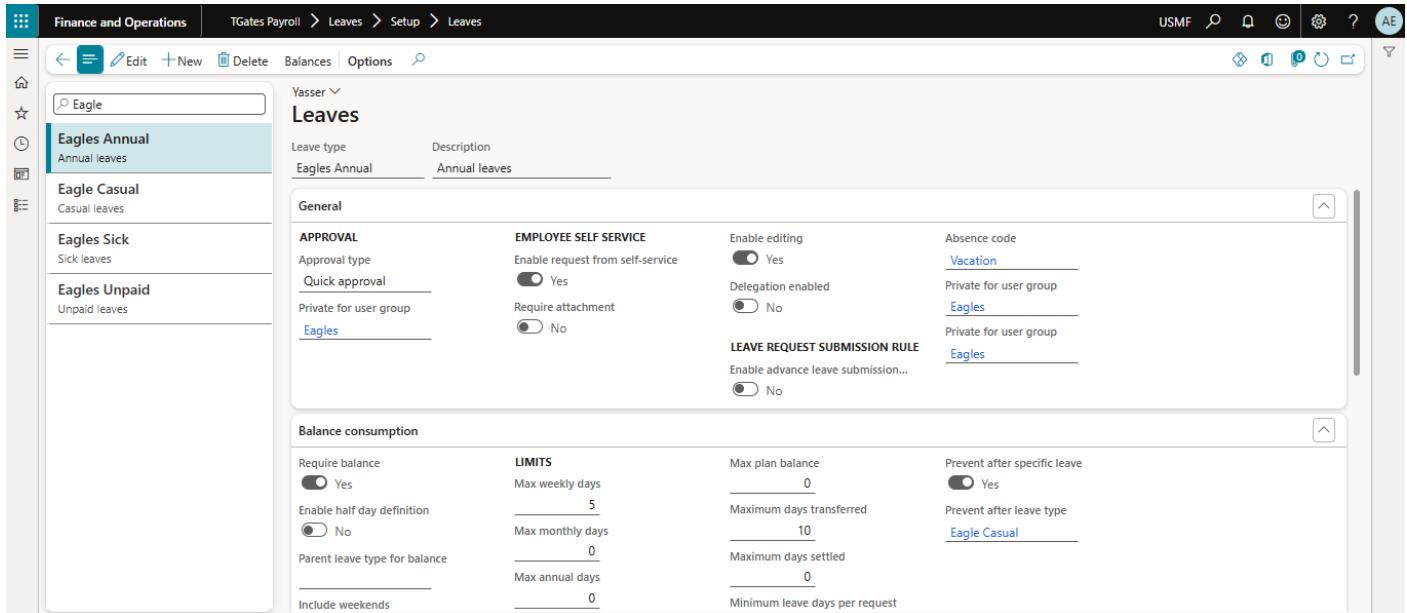
The screenshot shows the Microsoft Dynamics 365 Finance & Operations interface. The top navigation bar indicates the current location: TGates Payroll > Leaves > Leaves transactions > leaves transactions. The left sidebar lists various modules: Purchase ledger, Questionnaire, Real Estate, Rebate management, Retail and Commerce, Sales and marketing, Sales ledger, Service management, Stock management, Subscription billing, Supplier collaboration, System administration, Tax, and TGates Payroll. Under TGates Payroll, there are sub-options: Time and attendance, Transportation management, Warehouse management, and التسجيلات التجارية (Commercial Registration). The main content area displays a hierarchical list of leave types under the 'Leaves' category. The 'Leaves' option is highlighted with a blue border and a star icon. Other options include Workspaces, Work process, Workers, Salary, Transactions, Loans, Periodic, Inquiries and reports, Bonus and Incentives, Penalties, Leaves (under which Leaves transactions and Balance and Adjustments are listed), Setup, and Taxes.

- Expand all
- Collapse ...
- > Workspaces > Missions
- > Work process > Excuses
- > Workers > Attendance
- > Salary > Insurance
- > Transactions > Injury and illness
- > Loans > Journals
- > Periodic > Performance management
- > Inquiries and reports > Periods
- > Bonus and Incentives > Employer contribution
- > Penalties > Benefit management
- Leaves > Taxes
- > Leaves transactions > Setup
- > Balance and Adjustments
- Setup

Leaves ★

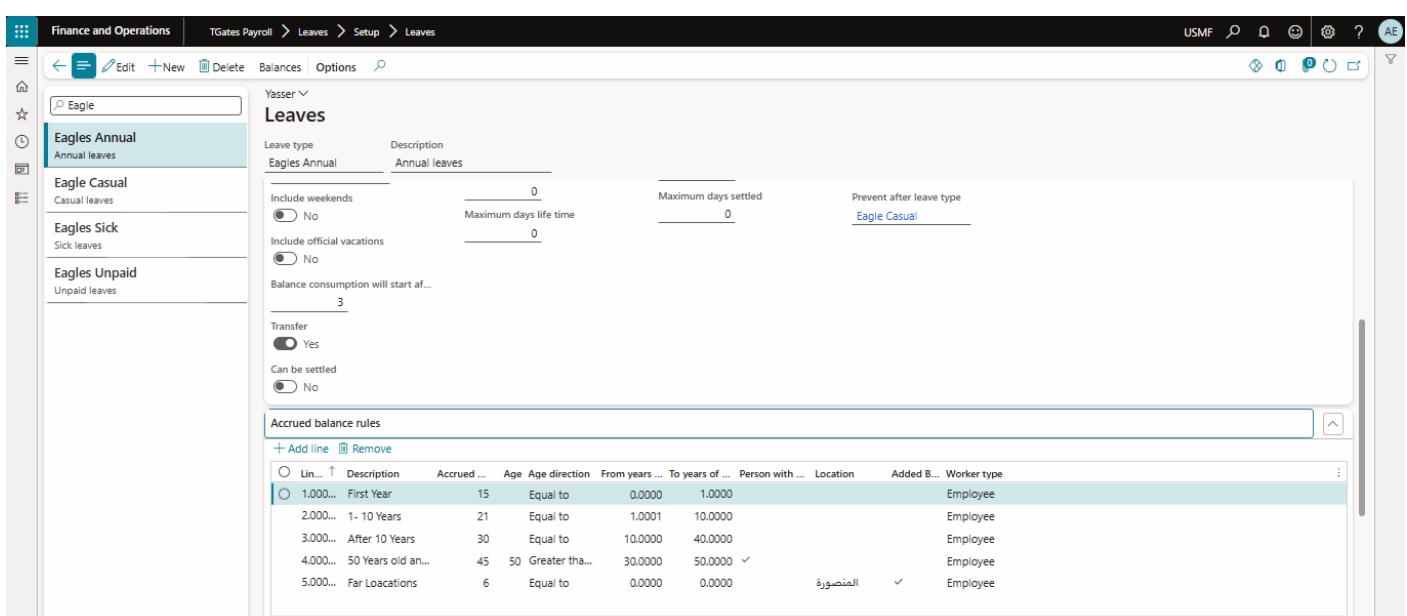
-1- يتم عمل إعدادات الأجازة الإعتيادية :

1



The screenshot shows the 'Leaves' setup screen for the 'Eagles Annual' leave type. The 'General' section includes fields for Approval (Quick approval), Employee Self Service (Enable request from self-service), Enable editing (Yes), Delegation enabled (No), and Leave Request Submission Rule (Enable advance leave submission...). The 'Balance consumption' section includes fields for Require balance (Yes), Limits (Max weekly days: 5, Max monthly days: 0, Max annual days: 0), and Prevent after specific leave (Yes). The left sidebar lists other leave types: Eagle Casual, Eagles Sick, and Eagles Unpaid.

2

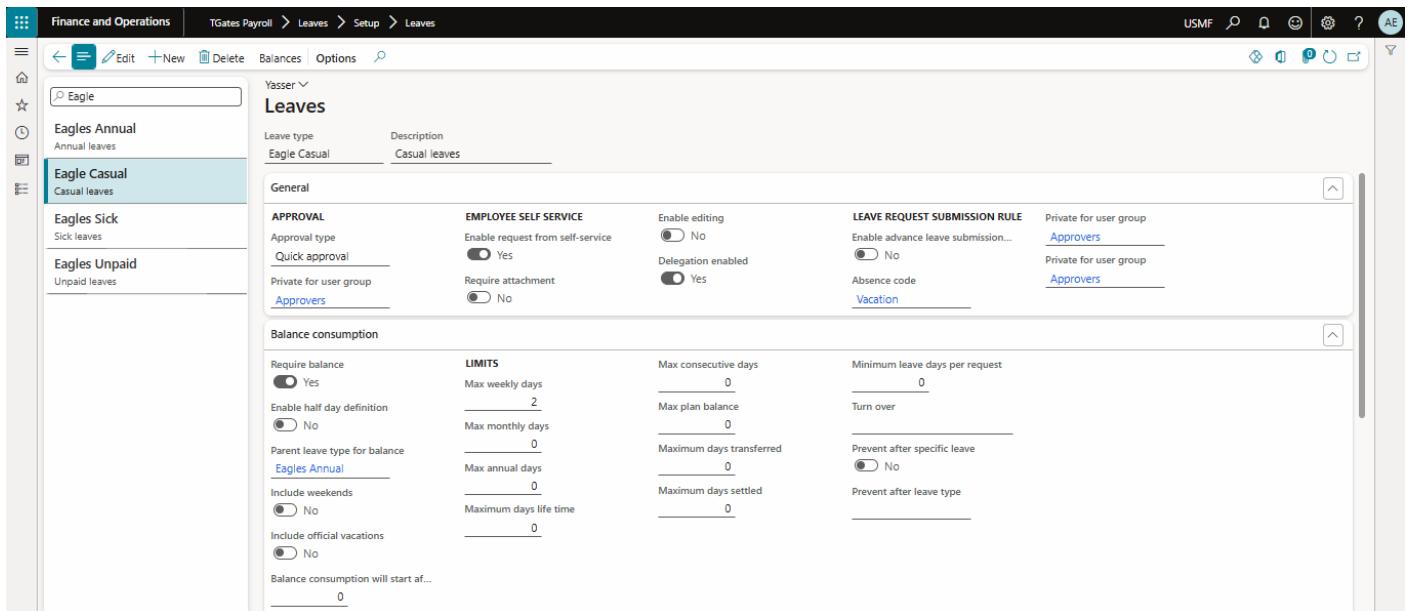


The screenshot shows the 'Leaves' setup screen for the 'Eagles Annual' leave type. The 'Accrued balance rules' section is highlighted, showing a table with rows for various accrual rules. The table columns include Line, Description, Accrued..., Age, Age direction, From years..., To years..., Person with..., Location, Added B..., and Worker type. The first row is selected and shows '1.000...' with 'First Year' as the description and '15' as the age.

Line	Description	Accrued...	Age	Age direction	From years...	To years...	Person with...	Location	Added B...	Worker type
1.000...	First Year	15	Equal to	0.0000	1.0000				Employee	
2.000...	1- 10 Years	21	Equal to	1.0001	10.0000				Employee	
3.000...	After 10 Years	30	Equal to	10.0000	40.0000				Employee	
4.000...	50 Years old an...	45	Greater tha...	30.0000	50.0000	✓			Employee	
5.000...	Far Locations	6	Equal to	0.0000	0.0000		المنصورة	✓	Employee	

2- يتم عمل إعدادات الأجازة العارضة :

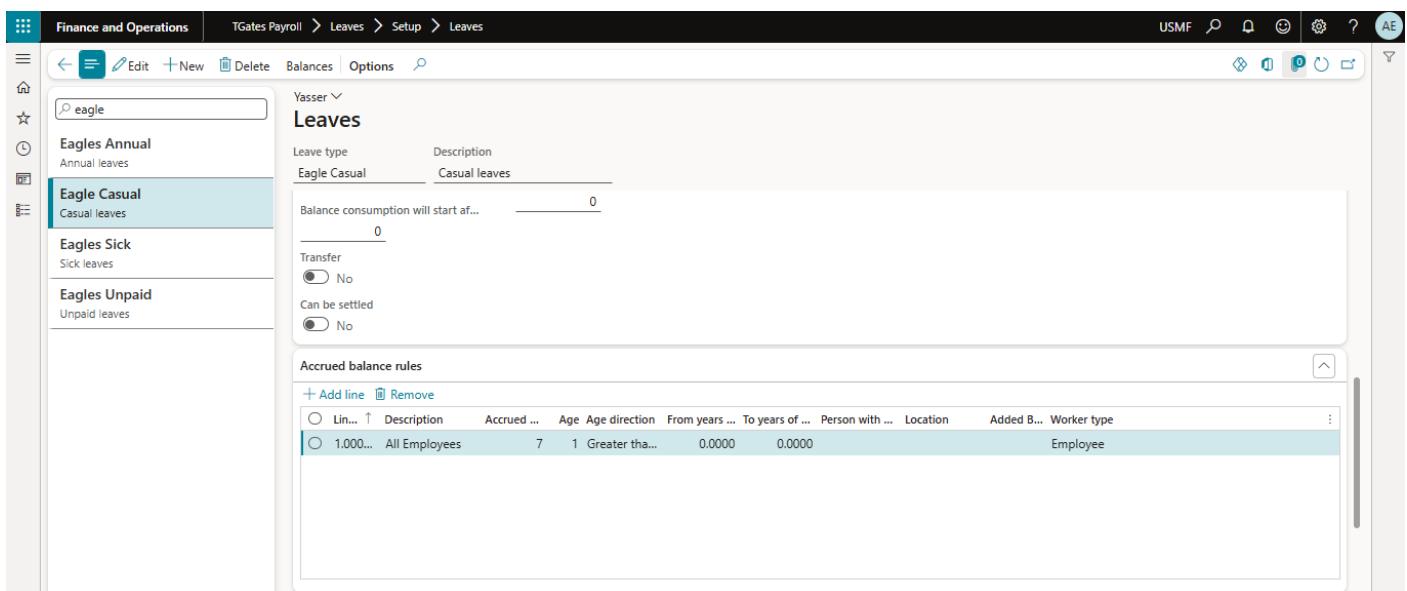
1



The screenshot shows the 'Leaves' setup screen for the 'Eagle Casual' leave type. The 'General' tab is selected. Key settings include:

- APPROVAL:** Approval type is set to 'Quick approval'. Private for user group is set to 'Approvers'.
- EMPLOYEE SELF SERVICE:** Enable request from self-service is set to 'No'. Delegation enabled is set to 'Yes'.
- LEAVE REQUEST SUBMISSION RULE:** Private for user group is set to 'Approvers'. Absence code is set to 'Vacation'.
- BALANCE CONSUMPTION:** Require balance is set to 'Yes'. Max weekly days is set to 2. Max monthly days is set to 0. Max annual days is set to 0. Maximum days life time is set to 0. Max consecutive days is set to 0. Max plan balance is set to 0. Maximum days transferred is set to 0. Maximum days settled is set to 0. Minimum leave days per request is set to 0. Turn over is set to 'No'. Prevent after specific leave is set to 'No'. Prevent after leave type is set to 'No'.

2

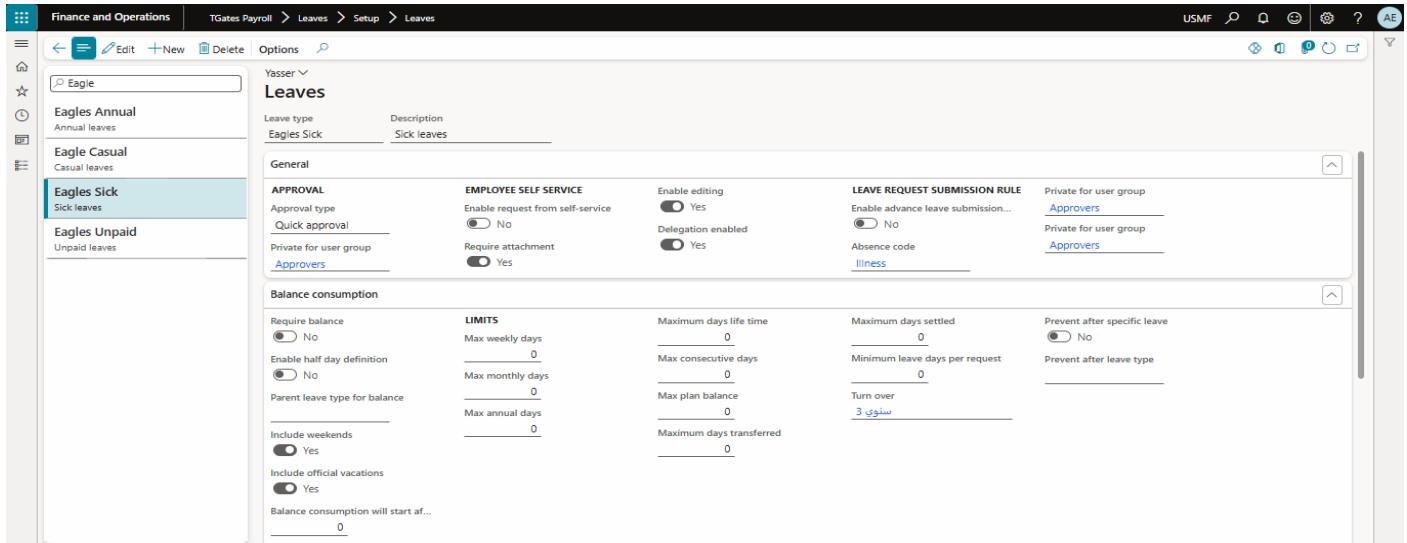


The screenshot shows the 'Leaves' setup screen for the 'Eagle Casual' leave type. The 'Accrued balance rules' section is visible, showing a table with one rule:

Line...	Description	Accrued ...	Age	Age direction	From years ...	To years of ...	Person with ...	Location	Added B...	Worker type
1.000...	All Employees	7	1	Greater tha...	0.0000	0.0000				Employee

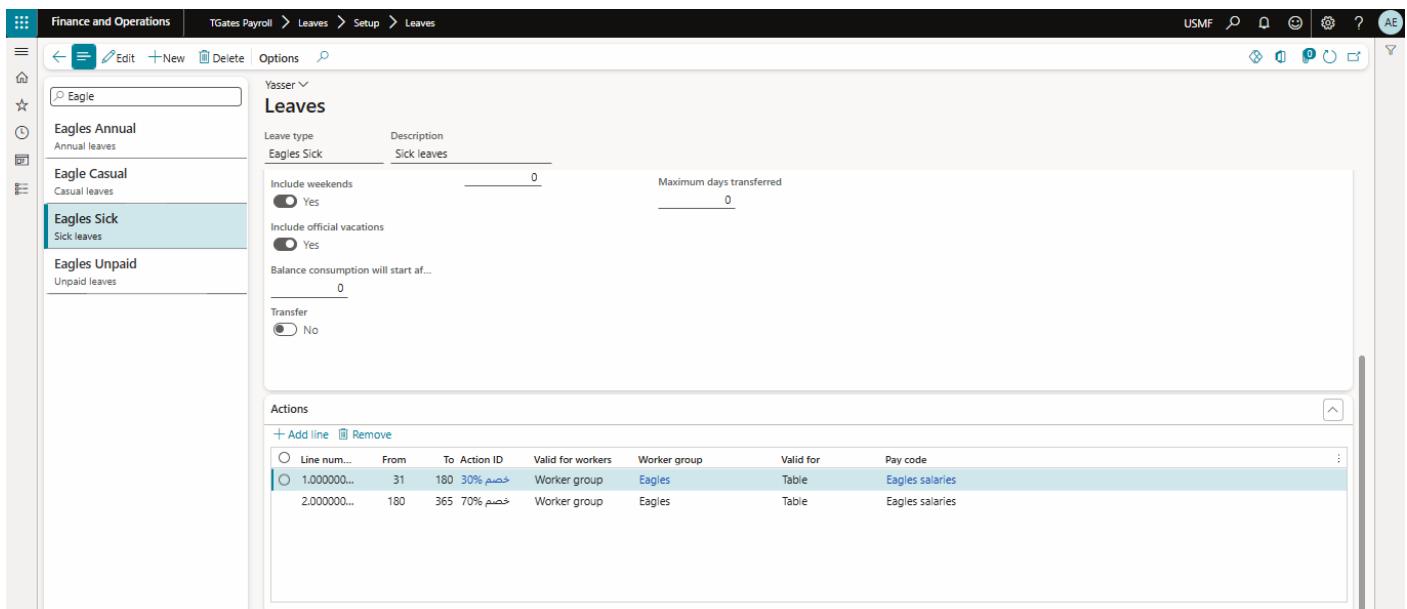
-3- يتم عمل إعدادات الأجازة المرضي :

1



The screenshot shows the 'Leaves' setup screen for the 'Eagles Sick' leave type. The 'General' section includes fields for Approval type (Quick approval), Employee Self Service (Enable request from self-service), Enable editing (Yes), Delegation enabled (Yes), Leave Request Submission Rule (Private for user group 'Approvers'), Balance consumption (Require balance No, Enable half day definition No, Parent leave type for balance Eagles Annual), Limits (Max weekly days 0, Max monthly days 0, Max annual days 0), and Maximum days transferred (0). The 'Actions' section shows two lines: Line num... 1.000000... From 31 To 180 Action ID 30% خصم Valid for workers Worker group Eagles Valid for Table Pay code Eagles salaries and Line num... 2.000000... From 180 To 365 Action ID 70% خصم Valid for workers Worker group Eagles Valid for Table Pay code Eagles salaries.

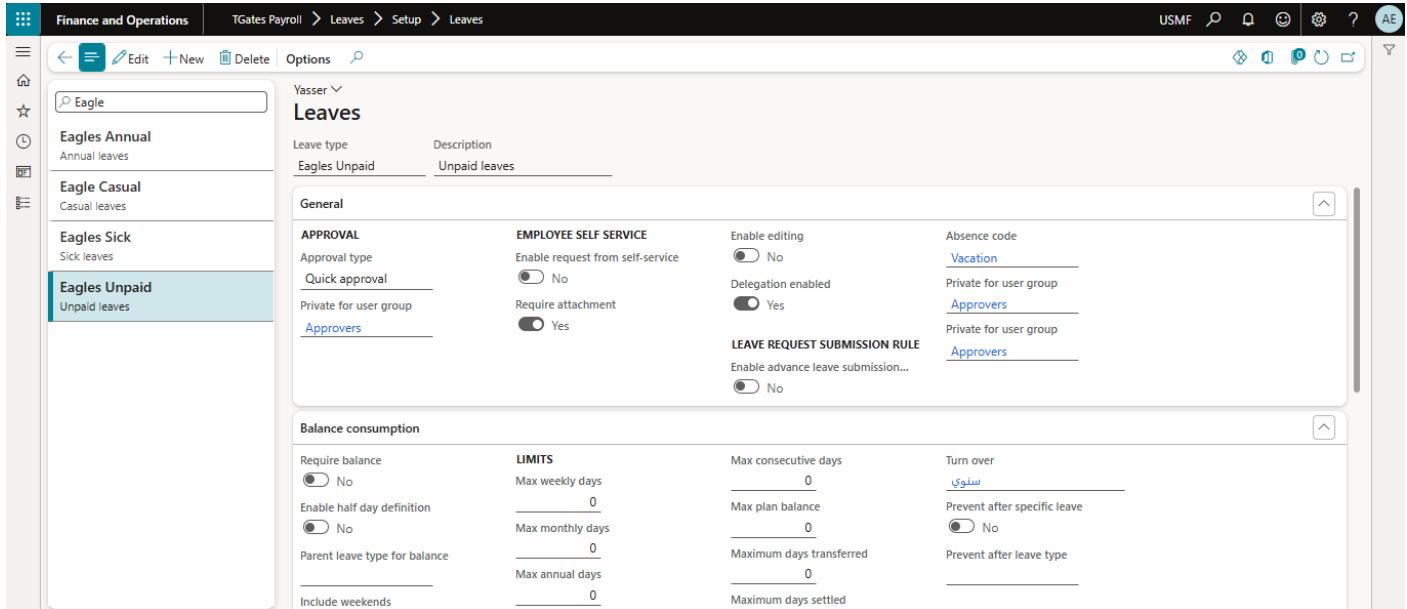
2



This screenshot is identical to the one above, showing the 'Leaves' setup screen for the 'Eagles Sick' leave type. The configuration details for 'Include weekends' (Yes), 'Include official vacations' (Yes), and 'Balance consumption will start af...' (0) are visible. The 'Actions' section is expanded, displaying the same two lines of configuration as in screenshot 1.

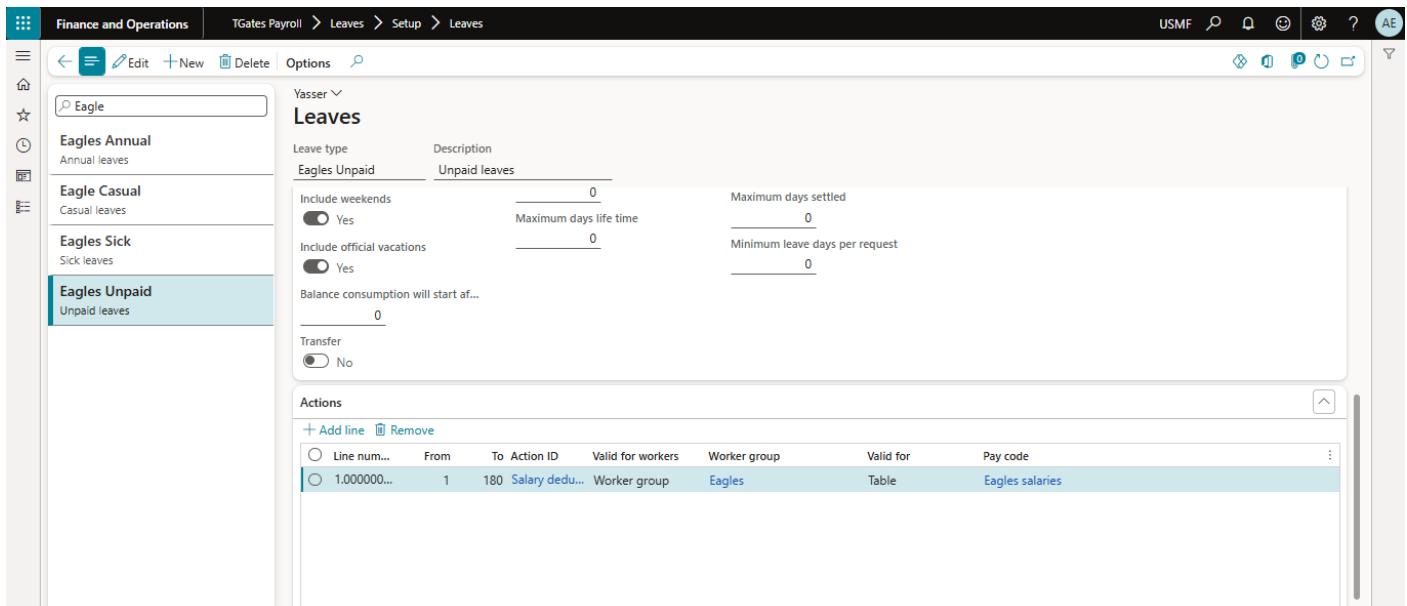
-4- يتم عمل إعدادات الأجازة الغير مدفوعة الأجر:

1



The screenshot shows the 'Leaves' setup screen for the 'Eagles Unpaid' leave type. The leave type is set to 'Annual leaves'. The 'Description' is 'Unpaid leaves'. The 'General' section includes settings for approval (Quick approval), employee self-service (Enable request from self-service, Delegation enabled, Require attachment), and leave request submission rule (Enable advance leave submission...). The 'Balance consumption' section includes settings for require balance, enable half day definition, parent leave type for balance, and include weekends. The 'Limits' section includes settings for max weekly days, max monthly days, max annual days, max consecutive days, max plan balance, maximum days transferred, and maximum days settled. The 'Turn over' section includes settings for turn over (Absence code: Vacation, Private for user group: Approvers) and prevent after specific leave (Prevent after leave type).

2

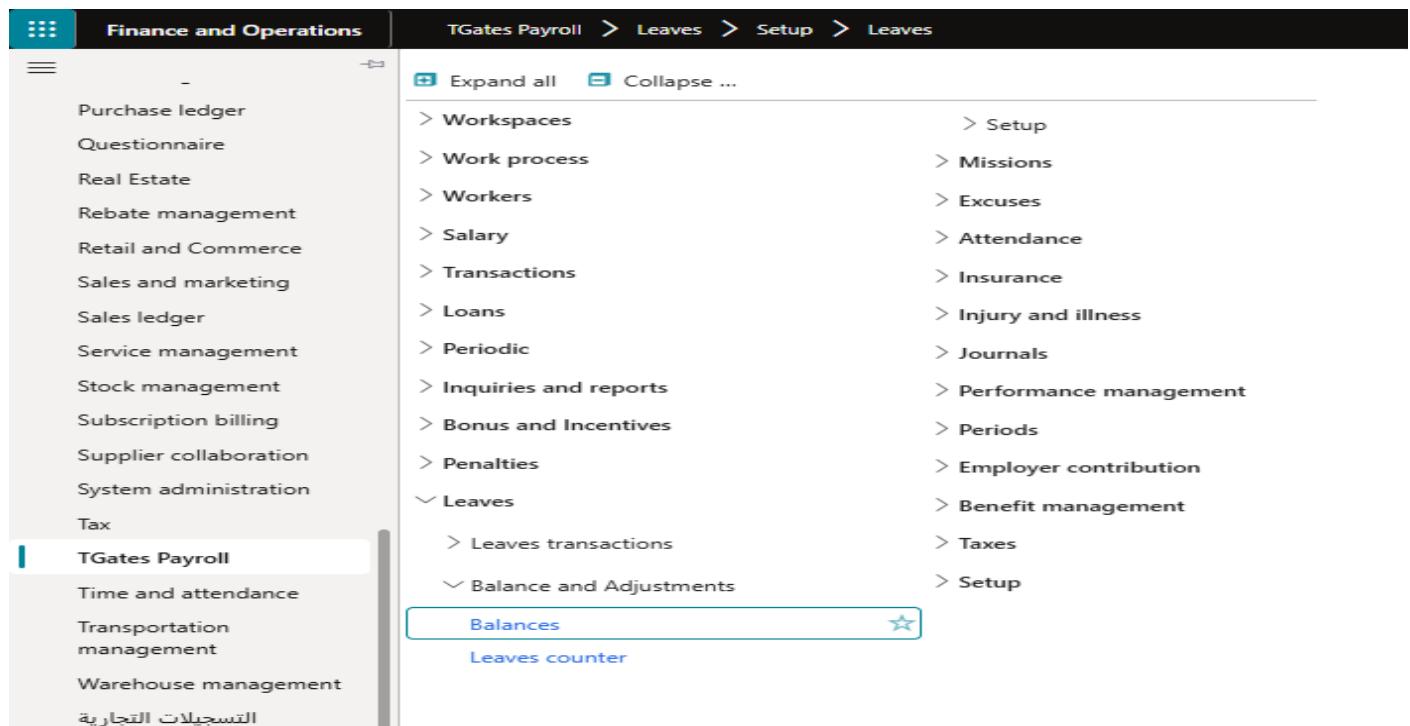


The screenshot shows the 'Leaves' setup screen for the 'Eagles Unpaid' leave type. The leave type is set to 'Annual leaves'. The 'Description' is 'Unpaid leaves'. The 'Actions' section includes settings for include weekends (Maximum days settled), include official vacations (Minimum leave days per request), and balance consumption will start after (Maximum days life time). The 'Transfer' section includes settings for transfer (Yes or No). The 'Actions' table lists a single action: Line number 1, From 1, To 180, Action ID 'Salary dedu...', Valid for workers 'Worker group', Worker group 'Eagles', Valid for 'Table', and Pay code 'Eagles salaries'.

ثانياً : تسجيل أرصدة الأجازات Create leaves balances

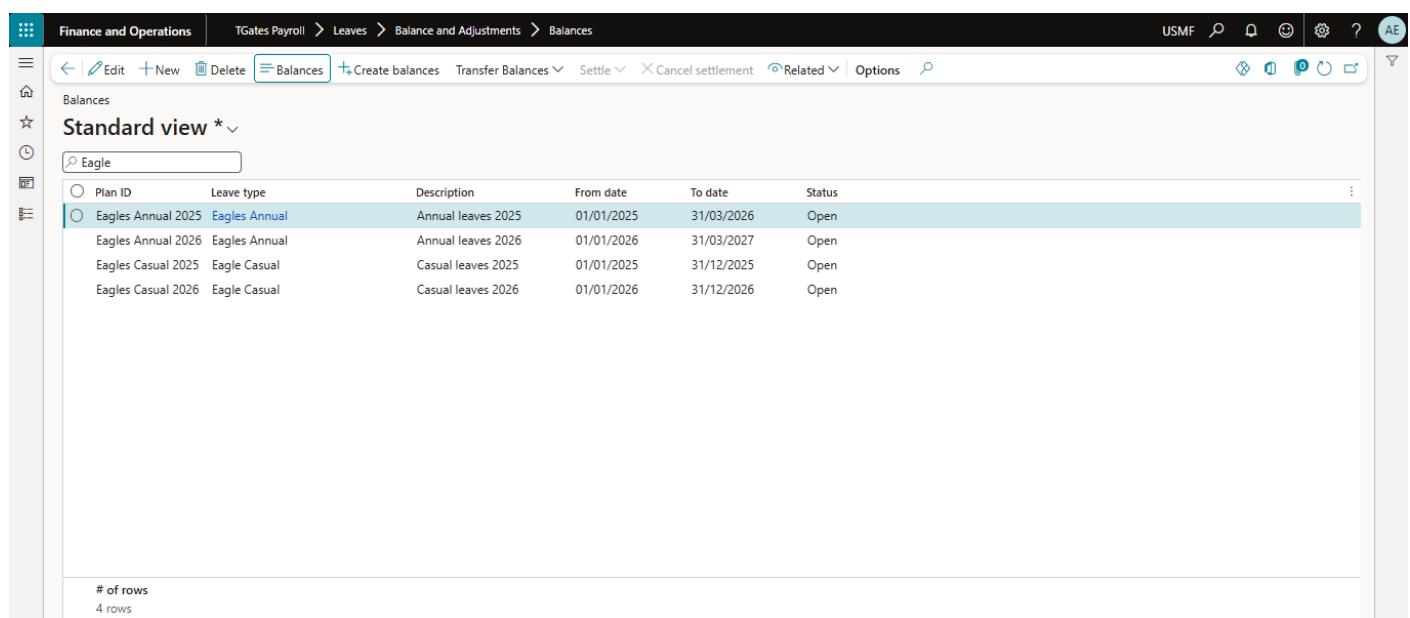
- يتم الدخول على :

TGates payroll > Leaves> Balances and adjustments > Balances



The screenshot shows the Microsoft Dynamics 365 Finance & Operations interface. The top navigation bar includes 'Finance and Operations', 'TGates Payroll', 'Leaves', 'Setup', and 'Leaves'. The left sidebar under 'TGates Payroll' lists various modules: Purchase ledger, Questionnaire, Real Estate, Rebate management, Retail and Commerce, Sales and marketing, Sales ledger, Service management, Stock management, Subscription billing, Supplier collaboration, System administration, Tax, Time and attendance, Transportation management, Warehouse management, and التسجيلات التجارية (Commercial registrations). The main content area displays a hierarchical menu under 'Leaves': Workspaces, Work process, Workers, Salary, Transactions, Loans, Periodic, Inquiries and reports, Bonus and Incentives, Penalties, Leaves (selected), Leaves transactions, Balance and Adjustments (selected), and a star icon. Below this is a 'Balances' button with a star icon and a 'Leaves counter' link.

- يتم الضغط على : Balances



The screenshot shows the 'Standard view' for Leaves Balances. The top navigation bar includes 'Finance and Operations', 'TGates Payroll', 'Leaves', 'Balance and Adjustments', and 'Balances'. The toolbar contains buttons for Edit, New, Delete, Balance (highlighted in blue), Create balances, Transfer Balances, Settle, Cancel settlement, Related, Options, and a search icon. The main area displays a table titled 'Standard view *' with columns: Plan ID, Leave type, Description, From date, To date, and Status. The table shows four rows for Eagle Annual and Eagle Casual leave types from 2025 to 2026, all marked as 'Open'. At the bottom, it says '# of rows 4 rows'.

- يتم ظهور تقرير عن الرصيد الافتتاحي والرصيد المستهلك والرصيد المتبقى للأجزاء الإعتيادية عن عام 2025 :

Employee leave balances Eagles Annual 2025 : Annual leaves 2025															
Plan ID	Leave type	Worker	Description	T...	Opening b...	Previous	Consumed	Adjusted	Remaining	Person with d...	Age	Years of service	Location	Accrued p...	Period accrue...
Eagles Annual ...	Eagles Annual	Khaled Faisal	10 Years	✓	0.00	0.00	0.00	0.00	0.00	No	45	10.7562	1.00	0.00	
Eagles Annual ...	Eagles Annual	Mohammad Reda Bakkar			0.00	0.00	0.00	0.00	0.00	No	42	6.2493	1.00	0.00	
Eagles Annual ...	Eagles Annual	WK.Haitham Mohamed ...	First Year	✓	0.00	0.00	0.00	0.00	0.00	No	41	2.2466	1.00	0.00	
Eagles Annual ...	Eagles Annual	ibrahim mohamed hassan	First Year	✓	0.00	0.00	0.00	0.00	0.00	No	39	2.2466	1.00	0.00	
Eagles Annual ...	Eagles Annual	khalid mohamed alkba	First Year	✓	0.00	0.00	0.00	0.00	0.00	No	40	2.2466	1.00	0.00	

- يتم ظهور تقرير عن الرصيد الافتتاحي والرصيد المستهلك والرصيد المتبقى للأجزاء الإعتيادية عن عام 2026 :

Employee leave balances Eagles Annual 2026 : Annual leaves 2026															
Plan ID	Leave type	Worker	Description	T...	Opening b...	Previous	Consumed	Adjusted	Remaining	Person with d...	Age	Years of service	Location	Accrued p...	Period accrue...
Eagles Annual ...	Eagles Annual	Khaled Faisal	After 10 Years	✓	0.00	0.00	0.00	0.00	0.00	No	46	11.7562	1.00	0.00	
Eagles Annual ...	Eagles Annual	Mohammad Reda Bakkar	1- 10 Years	✓	0.00	0.00	0.00	0.00	0.00	No	43	7.2493	1.00	0.00	
Eagles Annual ...	Eagles Annual	WK.Haitham Mohamed ...	First Year	✓	0.00	0.00	0.00	0.00	0.00	No	42	3.2466	1.00	0.00	
Eagles Annual ...	Eagles Annual	ibrahim mohamed hassan	First Year	✓	0.00	0.00	0.00	0.00	0.00	No	40	3.2466	1.00	0.00	
Eagles Annual ...	Eagles Annual	khalid mohamed alkba	First Year	✓	0.00	0.00	0.00	0.00	0.00	No	41	3.2466	1.00	0.00	

- يتم ظهور تقرير عن الرصيد الإفتاحي والرصيد المستهلك والرصيد المتبقى للأجزاء العارضة عن عام 2025 :

Employee leave balances Eagles Casual 2025 : Casual leaves 2025															
Standard view															
Plan ID	Leave type	Worker	Description	T...	Opening b...	Previous	Consumed	Adjusted	Remaining	Person with d...	Age	Years of service	Location	Accrued p...	Period accrue...
Eagles Casual ...	Eagle Casual	Khaled Faisal	All Employees		0.00	0.00	0.00	0.00	0.00	No	45	10.5096	1.00	0.00	
Eagles Casual ...	Eagle Casual	Mohammad Reda Bakkar	All Employees		0.00	0.00	0.00	0.00	0.00	No	41	6.0027	1.00	0.00	
Eagles Casual ...	Eagle Casual	WK.Haitham Mohamed ...	All Employees		0.00	0.00	0.00	0.00	0.00	No	40	2.0000	1.00	0.00	
Eagles Casual ...	Eagle Casual	ibrahim mohamed hassan	All Employees		0.00	0.00	0.00	0.00	0.00	No	39	2.0000	1.00	0.00	
Eagles Casual ...	Eagle Casual	khalid mohamed alkba	All Employees		0.00	0.00	0.00	0.00	0.00	No	40	2.0000	1.00	0.00	

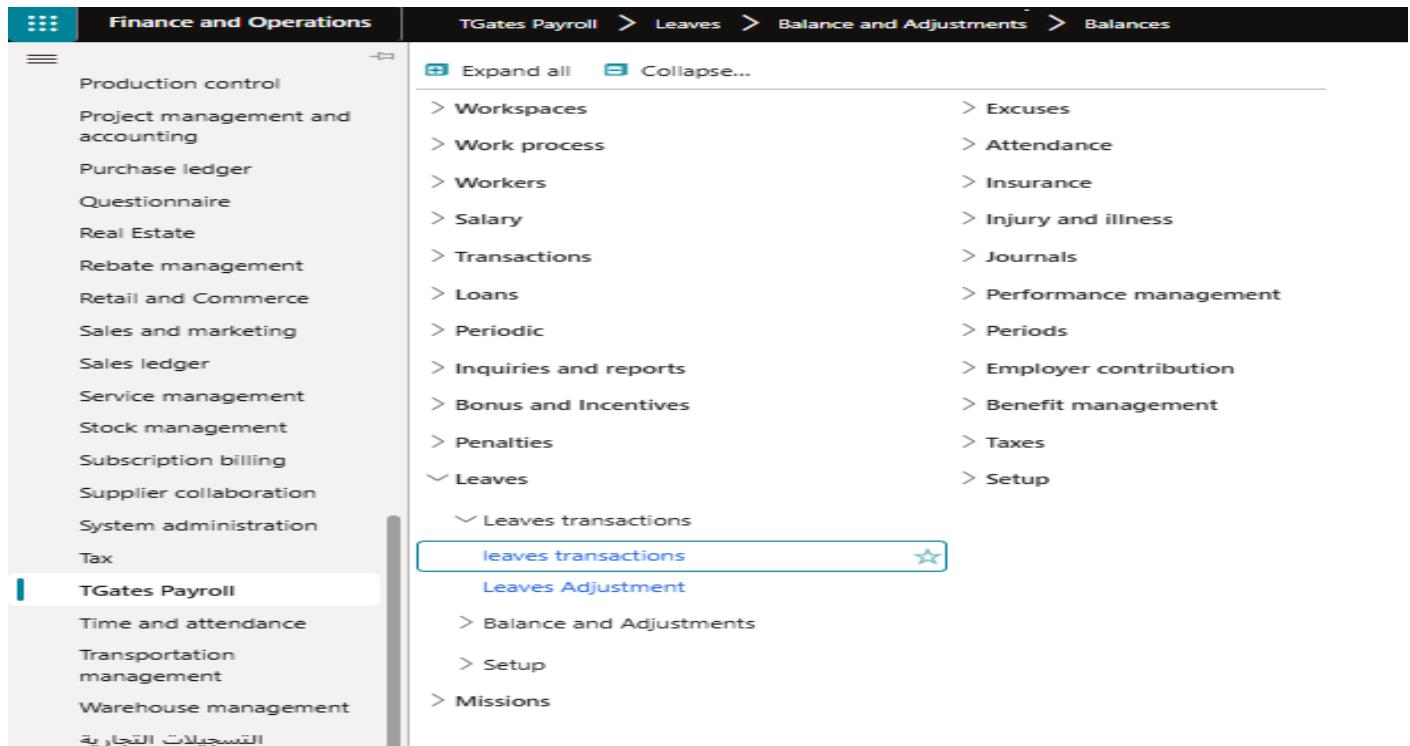
- يتم ظهور تقرير عن الرصيد الإفتاحي والرصيد المستهلك والرصيد المتبقى للأجزاء العارضة عن عام 2026 :

Employee leave balances Eagles Casual 2026 : Casual leaves 2026															
Standard view															
Plan ID	Leave type	Worker	Description	T...	Opening b...	Previous	Consumed	Adjusted	Remaining	Person with d...	Age	Years of service	Location	Accrued p...	Period accrue...
Eagles Casual ...	Eagle Casual	Khaled Faisal	All Employees		0.00	0.00	0.00	0.00	0.00	No	46	11.5096	1.00	0.00	
Eagles Casual ...	Eagle Casual	Mohammad Reda Bakkar	All Employees		0.00	0.00	0.00	0.00	0.00	No	42	7.0027	1.00	0.00	
Eagles Casual ...	Eagle Casual	WK.Haitham Mohamed ...	All Employees		0.00	0.00	0.00	0.00	0.00	No	41	3.0000	1.00	0.00	
Eagles Casual ...	Eagle Casual	ibrahim mohamed hassan	All Employees		0.00	0.00	0.00	0.00	0.00	No	40	3.0000	1.00	0.00	
Eagles Casual ...	Eagle Casual	khalid mohamed alkba	All Employees		0.00	0.00	0.00	0.00	0.00	No	41	3.0000	1.00	0.00	

ثالثاً : تسجيل حركات الأجازات Record leave requests and approvals

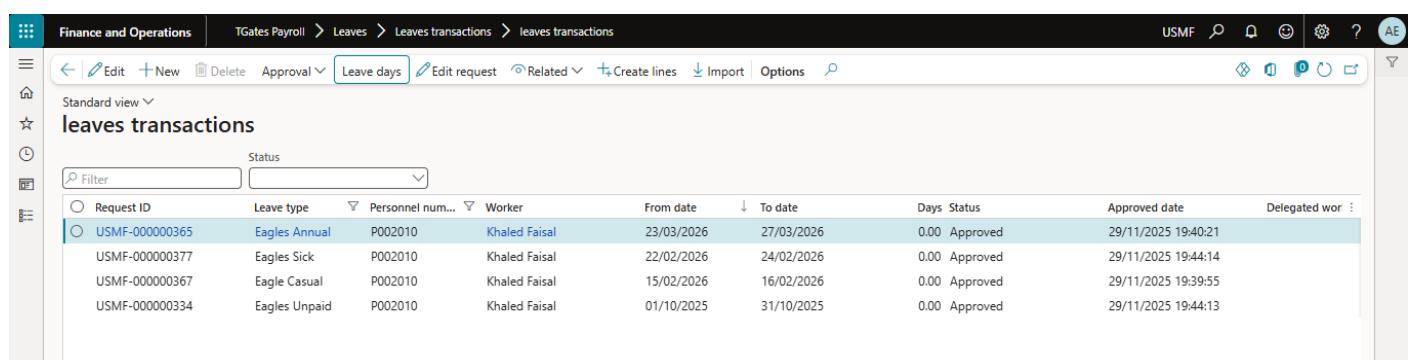
- يتم الدخول على :

TGates payroll > Leaves > Leaves transactions > Leaves transactions



The screenshot shows the Microsoft Dynamics 365 Finance and Operations interface. The navigation bar at the top includes 'Finance and Operations', 'TGates Payroll', 'Leaves', 'Balance and Adjustments', and 'Balances'. The left sidebar lists various modules: Production control, Project management and accounting, Purchase ledger, Questionnaire, Real Estate, Rebate management, Retail and Commerce, Sales and marketing, Sales ledger, Service management, Stock management, Subscription billing, Supplier collaboration, System administration, Tax, and TGates Payroll. Under TGates Payroll, it lists Time and attendance, Transportation management, Warehouse management, and التسجيلات التجارية (Commercial registrations). The main content area shows a hierarchical menu under Leaves: Workspaces, Work process, Workers, Salary, Transactions, Loans, Periodic, Inquiries and reports, Bonus and Incentives, Penalties, Leaves, Leaves transactions, and Leaves Adjustment. The 'leaves transactions' option is highlighted with a blue border and a star icon.

- يتم الضغط على : Leave days



The screenshot shows the 'leaves transactions' list view. The top navigation bar includes 'Edit', '+ New', 'Delete', 'Approval', 'Leave days' (which is highlighted in blue), 'Edit request', 'Related', 'Create lines', 'Import', 'Options', and a search icon. The main area displays a table of leave requests with columns: Request ID, Leave type, Personnel num..., Worker, From date, To date, Days, Status, Approved date, and Delegated wor. The table contains five rows of data, with the first row being the current selection.

Request ID	Leave type	Personnel num...	Worker	From date	To date	Days	Status	Approved date	Delegated wor
USMF-000000365	Eagles Annual	P002010	Khaled Faisal	23/03/2026	27/03/2026	0.00	Approved	29/11/2025 19:40:21	
USMF-000000377	Eagles Sick	P002010	Khaled Faisal	22/02/2026	24/02/2026	0.00	Approved	29/11/2025 19:44:14	
USMF-000000367	Eagle Casual	P002010	Khaled Faisal	15/02/2026	16/02/2026	0.00	Approved	29/11/2025 19:39:55	
USMF-000000334	Eagles Unpaid	P002010	Khaled Faisal	01/10/2025	31/10/2025	0.00	Approved	29/11/2025 19:44:13	

- يتم ظهور تقرير عن أجازات الموظف خلال العام :

1

Finance and Operations | T Gates Payroll > Leaves > Leaves transactions > leaves transactions USMF

Leave days | USMF-000000365 : Khaled Faisal

Standard view ▾

Filter

Request ID	Leave type	Worker	Date	LifeTimeCoul...	MonthCounter	TurnOverCounter	All leaves counter	Plan ID	Days
USMF-000000365	Eagles Annual	Khaled Faisal	23/03/2026	1	1	1	1	Eagles Annual 2025	0.00
USMF-000000365	Eagles Annual	Khaled Faisal	24/03/2026	2	2	1	1	Eagles Annual 2025	0.00
USMF-000000365	Eagles Annual	Khaled Faisal	25/03/2026	3	3	1	1	Eagles Annual 2025	0.00
USMF-000000365	Eagles Annual	Khaled Faisal	26/03/2026	4	4	1	1	Eagles Annual 2025	0.00

Total 4 rows Sum 4

2

Finance and Operations | T Gates Payroll > Leaves > Leaves transactions > leaves transactions USMF

Standard view ▾

leaves transactions

Status

Filter

Request ID	Leave type	Personnel num...	Worker	From date	To date	Days	Status	Approved date	Delegated wor ...
USMF-000000357	Eagles Annual	P002069	khalid mohamed alkba	08/03/2026	13/03/2026	0.00	Approved	26/11/2025 18:08:41	
USMF-000000369	Eagle Casual	P002069	khalid mohamed alkba	22/02/2026	23/02/2026	0.00	Approved	26/11/2025 18:11:20	
USMF-000000385	Eagles Sick	P002069	khalid mohamed alkba	08/02/2026	10/02/2026	0.00	Approved	26/11/2025 18:12:55	
USMF-000000318	Eagles Sick	P002069	khalid mohamed alkba	05/11/2025	09/11/2025	0.00	Approved	09/11/2025 09:03:46	

3

Finance and Operations | TGates Payroll > Leaves > Leaves transactions > leaves transactions USMF

[Edit](#) [New](#) [Delete](#) [Approval](#) [Leave days](#) [Related](#) [Create lines](#) [Import](#) [Options](#) [Search](#)

Standard view ▾ leaves transactions

Request ID	Leave type	Personnel num...	Worker	From date	To date	Days	Status	Approved date	Delegated wor
USMF-000000375	Eagle Casual	P002030	Mohammad Reda Bakkar	04/03/2026	05/03/2026	0.00	Approved	26/11/2025 18:31:45	
USMF-000000381	Eagles Sick	P002030	Mohammad Reda Bakkar	17/02/2026	19/02/2026	0.00	Approved	26/11/2025 18:32:14	
USMF-000000324	Eagle Casual	P002030	Mohammad Reda Bakkar	23/11/2025	24/11/2025	0.00	Approved	09/11/2025 09:06:55	

4

Finance and Operations | TGates Payroll > Leaves > Leaves transactions > leaves transactions USMF

[Edit](#) [New](#) [Delete](#) [Approval](#) [Leave days](#) [Edit request](#) [Related](#) [Create lines](#) [Import](#) [Options](#) [Search](#)

Standard view ▾ leaves transactions

Request ID	Leave type	Personnel num...	Worker	From date	To date	Days	Status	Approved date	Delegated wor
USMF-000000379	Eagles Sick	P002060	ibrahim mohamed hassan	04/03/2026	05/03/2026	0.00	Approved	26/11/2025 18:09:25	
USMF-000000373	Eagle Casual	P002060	ibrahim mohamed hassan	01/03/2026	02/03/2026	0.00	Approved	26/11/2025 18:10:02	
USMF-000000358	Eagles Annual	P002060	ibrahim mohamed hassan	15/02/2026	19/02/2026	0.00	Approved	26/11/2025 18:12:54	
USMF-000000326	Eagles Annual	P002060	ibrahim mohamed hassan	24/11/2025	27/11/2025	0.00	Approved	09/11/2025 09:24:47	

5

Finance and Operations | TGates Payroll > Leaves > Leaves transactions > leaves transactions USMF

[Edit](#) [New](#) [Delete](#) [Approval](#) [Leave days](#) [Edit request](#) [Related](#) [Create lines](#) [Import](#) [Options](#) [Search](#)

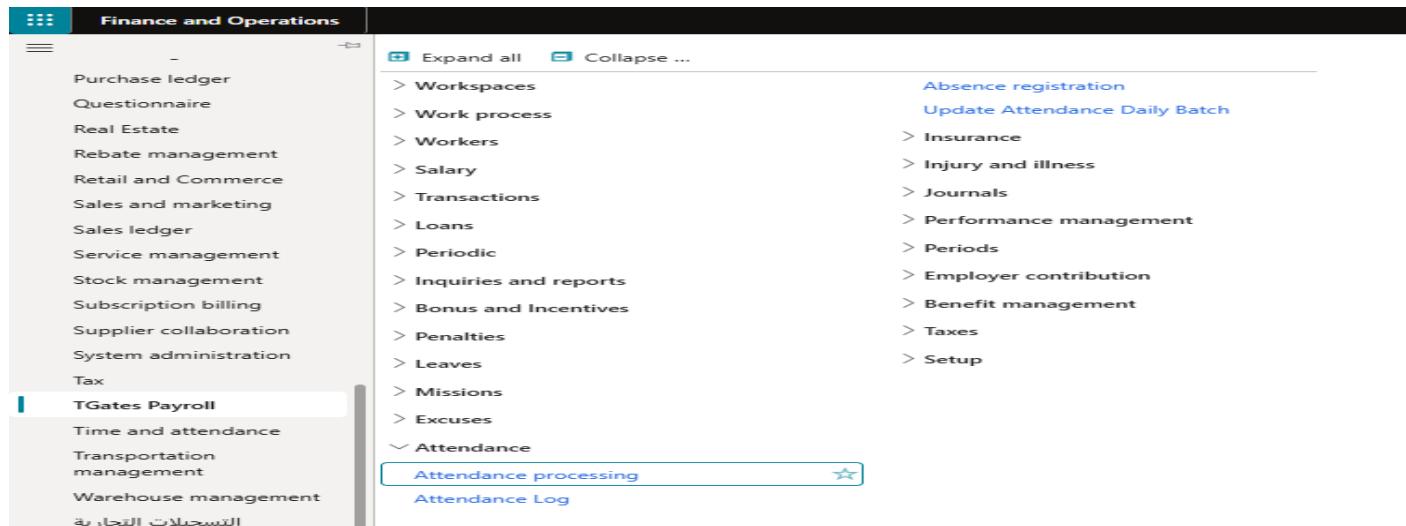
Standard view ▾ leaves transactions

Request ID	Leave type	Personnel num...	Worker	From date	To date	Days	Status	Approved date	Delegated wor
USMF-000000363	Eagles Annual	P002037	WK.Haitham Mohamed M...	01/03/2026	05/03/2026	0.00	Approved	26/11/2025 18:10:37	
USMF-000000371	Eagle Casual	P002037	WK.Haitham Mohamed M...	25/02/2026	26/02/2026	0.00	Approved	26/11/2025 18:10:55	
USMF-000000383	Eagles Sick	P002037	WK.Haitham Mohamed M...	22/02/2026	24/02/2026	0.00	Approved	26/11/2025 18:12:00	
USMF-000000322	Eagle Casual	P002037	WK.Haitham Mohamed M...	19/11/2025	20/11/2025	0.00	Approved	09/11/2025 09:05:23	

رابعاً : عمل تقرير عن أيام الغياب لكل موظف

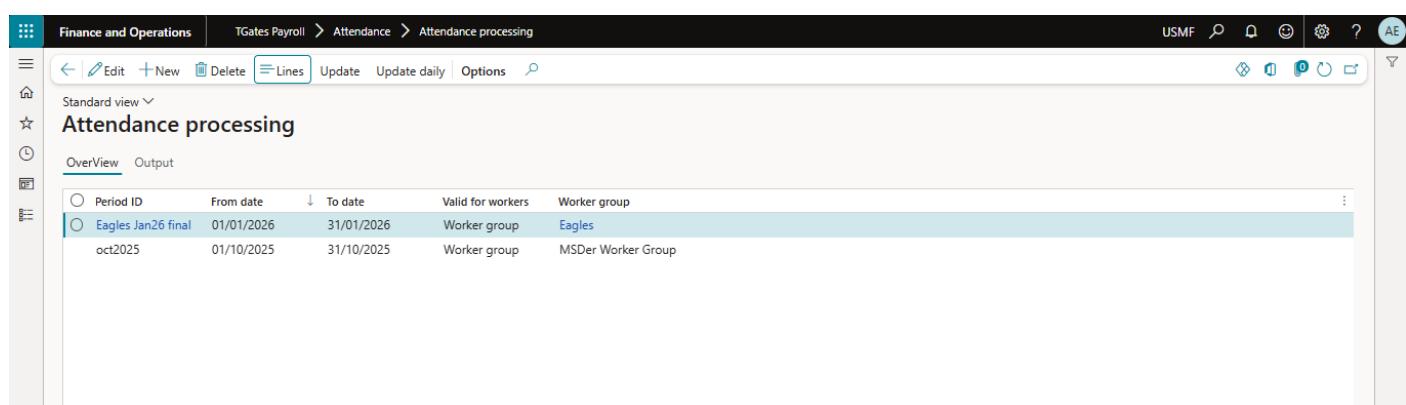
- يتم الدخول على :

TGates payroll > Attendance > Attendance processing



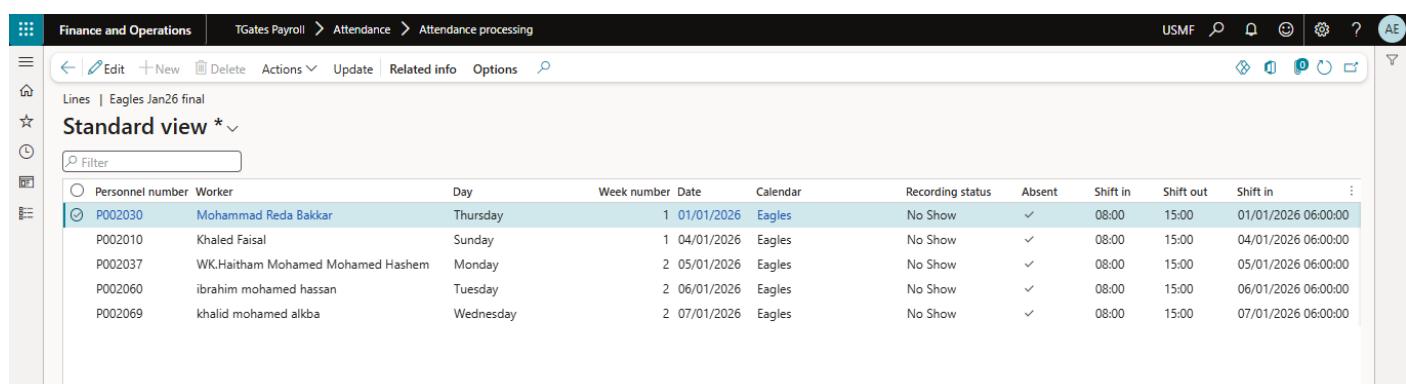
The screenshot shows the Microsoft Dynamics 365 Finance & Operations interface. The left sidebar is titled "Finance and Operations" and includes links for Purchase ledger, Questionnaire, Real Estate, Rebate management, Retail and Commerce, Sales and marketing, Sales ledger, Service management, Stock management, Subscription billing, Supplier collaboration, System administration, Tax, TGates Payroll, Time and attendance, Transportation management, Warehouse management, and التسجيلات التجارية (Commercial registrations). The main menu on the right has sections like Workspaces, Work process, Workers, Salary, Transactions, Loans, Periodic, Inquiries and reports, Bonus and Incentives, Penalties, Leaves, Missions, Excuses, and Attendance. Under Attendance, "Attendance processing" is highlighted with a blue border. Other options include Absence registration, Update Attendance Daily Batch, Insurance, Injury and illness, Journals, Performance management, Periods, Employer contribution, Benefit management, Taxes, and Setup.

- يتم الدخول على Lines :



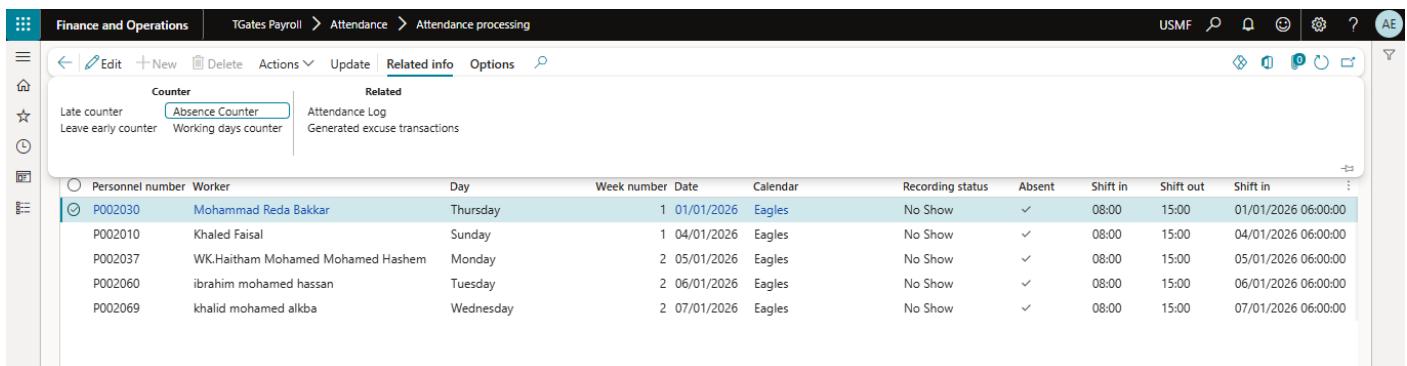
The screenshot shows the "Attendance processing" screen with the "Lines" tab selected. The top navigation bar includes links for Edit, New, Delete, Lines, Update, Update daily, Options, and a search icon. The main area displays a table with columns: Period ID, From date, To date, Valid for workers, and Worker group. Two rows are visible: one for "Eagles Jan26 final" (From date 01/01/2026, To date 31/01/2026, Worker group Eagles) and another for "oct2025" (From date 01/10/2025, To date 31/10/2025, Worker group MSDer Worker Group).

- يتم عمل Filter على Absent و اختيار No Show والضغط على Yes :



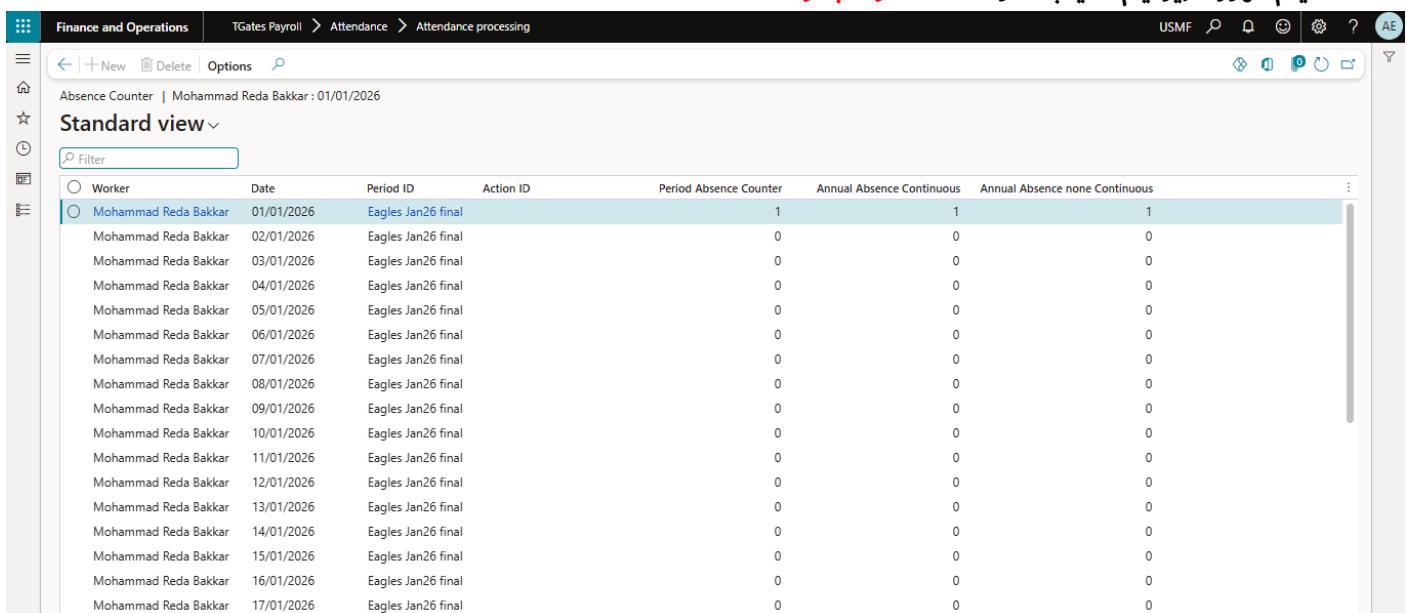
The screenshot shows the "Attendance processing" screen with the "Lines" tab selected. The top navigation bar includes links for Edit, New, Delete, Actions, Update, Related info, Options, and a search icon. The main area displays a table with columns: Personnel number, Worker, Day, Week number, Date, Calendar, Recording status, Absent, Shift in, Shift out, and Shift in. The table shows several rows for different workers and dates. A filter bar at the top allows filtering by Personnel number and Worker. The "Recording status" column contains entries like "No Show" and "Absent".

- يتم الضغط على **Absence counter** ثم اختيار **Related Info** -



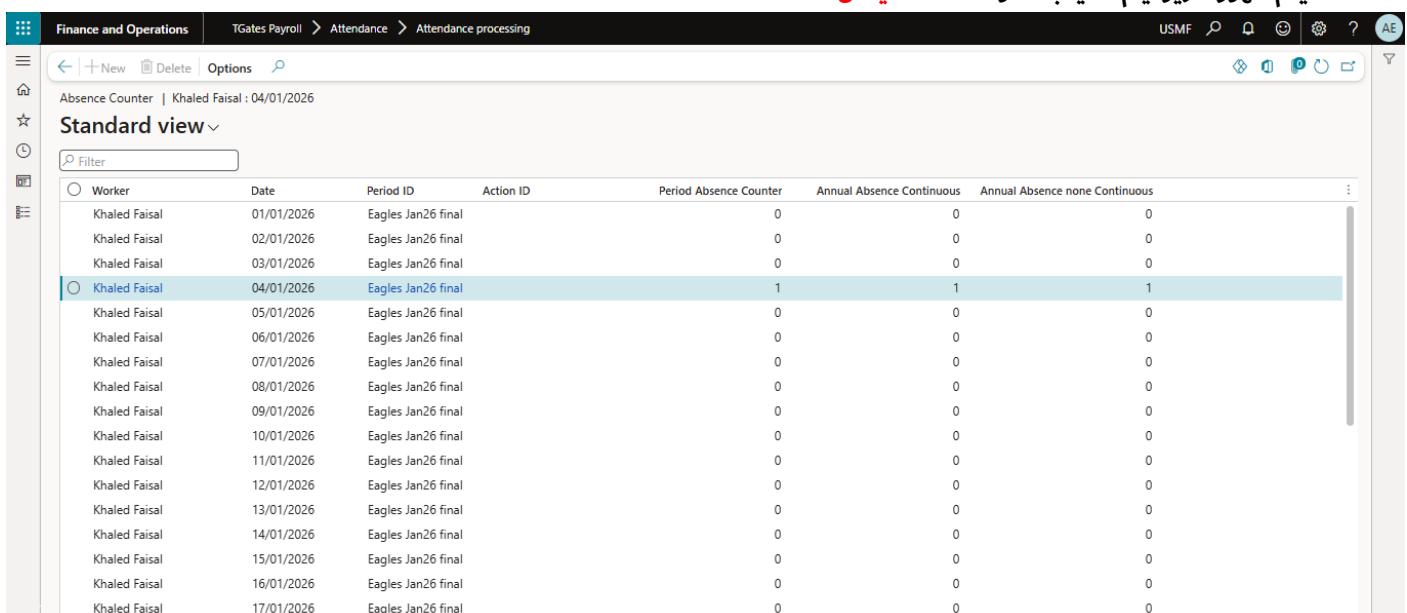
Personnel number	Worker	Day	Week number	Date	Calendar	Recording status	Absent	Shift in	Shift out	Shift in
P002030	Mohammad Reda Bakkar	Thursday	1	01/01/2026	Eagles	No Show	✓	08:00	15:00	01/01/2026 06:00:00
P002010	Khaled Faisal	Sunday	1	04/01/2026	Eagles	No Show	✓	08:00	15:00	04/01/2026 06:00:00
P002037	WK.Haitham Mohamed Mohamed Hashem	Monday	2	05/01/2026	Eagles	No Show	✓	08:00	15:00	05/01/2026 06:00:00
P002060	ibrahim mohamed hassan	Tuesday	2	06/01/2026	Eagles	No Show	✓	08:00	15:00	06/01/2026 06:00:00
P002069	khalid mohamed alkba	Wednesday	2	07/01/2026	Eagles	No Show	✓	08:00	15:00	07/01/2026 06:00:00

- يتم ظهور تقرير أيام الغياب للموظف محمد رضا بكار:



Worker	Date	Period ID	Action ID	Period Absence Counter	Annual Absence Continuous	Annual Absence none Continuous
Mohammad Reda Bakkar	01/01/2026	Eagles Jan26 final		1	1	1
Mohammad Reda Bakkar	02/01/2026	Eagles Jan26 final		0	0	0
Mohammad Reda Bakkar	03/01/2026	Eagles Jan26 final		0	0	0
Mohammad Reda Bakkar	04/01/2026	Eagles Jan26 final		0	0	0
Mohammad Reda Bakkar	05/01/2026	Eagles Jan26 final		0	0	0
Mohammad Reda Bakkar	06/01/2026	Eagles Jan26 final		0	0	0
Mohammad Reda Bakkar	07/01/2026	Eagles Jan26 final		0	0	0
Mohammad Reda Bakkar	08/01/2026	Eagles Jan26 final		0	0	0
Mohammad Reda Bakkar	09/01/2026	Eagles Jan26 final		0	0	0
Mohammad Reda Bakkar	10/01/2026	Eagles Jan26 final		0	0	0
Mohammad Reda Bakkar	11/01/2026	Eagles Jan26 final		0	0	0
Mohammad Reda Bakkar	12/01/2026	Eagles Jan26 final		0	0	0
Mohammad Reda Bakkar	13/01/2026	Eagles Jan26 final		0	0	0
Mohammad Reda Bakkar	14/01/2026	Eagles Jan26 final		0	0	0
Mohammad Reda Bakkar	15/01/2026	Eagles Jan26 final		0	0	0
Mohammad Reda Bakkar	16/01/2026	Eagles Jan26 final		0	0	0
Mohammad Reda Bakkar	17/01/2026	Eagles Jan26 final		0	0	0

- يتم ظهور تقرير أيام الغياب للموظف خالد فيصل:



Worker	Date	Period ID	Action ID	Period Absence Counter	Annual Absence Continuous	Annual Absence none Continuous
Khaled Faisal	01/01/2026	Eagles Jan26 final		0	0	0
Khaled Faisal	02/01/2026	Eagles Jan26 final		0	0	0
Khaled Faisal	03/01/2026	Eagles Jan26 final		0	0	0
Khaled Faisal	04/01/2026	Eagles Jan26 final		1	1	1
Khaled Faisal	05/01/2026	Eagles Jan26 final		0	0	0
Khaled Faisal	06/01/2026	Eagles Jan26 final		0	0	0
Khaled Faisal	07/01/2026	Eagles Jan26 final		0	0	0
Khaled Faisal	08/01/2026	Eagles Jan26 final		0	0	0
Khaled Faisal	09/01/2026	Eagles Jan26 final		0	0	0
Khaled Faisal	10/01/2026	Eagles Jan26 final		0	0	0
Khaled Faisal	11/01/2026	Eagles Jan26 final		0	0	0
Khaled Faisal	12/01/2026	Eagles Jan26 final		0	0	0
Khaled Faisal	13/01/2026	Eagles Jan26 final		0	0	0
Khaled Faisal	14/01/2026	Eagles Jan26 final		0	0	0
Khaled Faisal	15/01/2026	Eagles Jan26 final		0	0	0
Khaled Faisal	16/01/2026	Eagles Jan26 final		0	0	0
Khaled Faisal	17/01/2026	Eagles Jan26 final		0	0	0

- يتم ظهور تقرير أيام الغياب للموظف هيثم محمد :

Absence Counter | WK.Haitham Mohamed Mohamed Hashem : 05/01/2026

Standard view

Worker	Date	Period ID	Action ID	Period Absence Counter	Annual Absence Continuous	Annual Absence none Continuous
WK.Haitham Mohamed M...	01/01/2026	Eagles Jan26 final		0	0	0
WK.Haitham Mohamed M...	02/01/2026	Eagles Jan26 final		0	0	0
WK.Haitham Mohamed M...	03/01/2026	Eagles Jan26 final		0	0	0
WK.Haitham Mohamed M...	04/01/2026	Eagles Jan26 final		0	0	0
WK.Haitham Mohamed M...	05/01/2026	Eagles Jan26 final		1	1	1
WK.Haitham Mohamed M...	06/01/2026	Eagles Jan26 final		0	0	0
WK.Haitham Mohamed M...	07/01/2026	Eagles Jan26 final		0	0	0
WK.Haitham Mohamed M...	08/01/2026	Eagles Jan26 final		0	0	0
WK.Haitham Mohamed M...	09/01/2026	Eagles Jan26 final		0	0	0
WK.Haitham Mohamed M...	10/01/2026	Eagles Jan26 final		0	0	0
WK.Haitham Mohamed M...	11/01/2026	Eagles Jan26 final		0	0	0
WK.Haitham Mohamed M...	12/01/2026	Eagles Jan26 final		0	0	0
WK.Haitham Mohamed M...	13/01/2026	Eagles Jan26 final		0	0	0
WK.Haitham Mohamed M...	14/01/2026	Eagles Jan26 final		0	0	0
WK.Haitham Mohamed M...	15/01/2026	Eagles Jan26 final		0	0	0
WK.Haitham Mohamed M...	16/01/2026	Eagles Jan26 final		0	0	0
WK.Haitham Mohamed M...	17/01/2026	Eagles Jan26 final		0	0	0

- يتم ظهور تقرير أيام الغياب للموظف إبراهيم محمد حسن :

Absence Counter | ibrahim mohamed hassan : 06/01/2026

Standard view

Worker	Date	Period ID	Action ID	Period Absence Counter	Annual Absence Continuous	Annual Absence none Continuous
ibrahim mohamed hassan	01/01/2026	Eagles Jan26 final		0	0	0
ibrahim mohamed hassan	02/01/2026	Eagles Jan26 final		0	0	0
ibrahim mohamed hassan	03/01/2026	Eagles Jan26 final		0	0	0
ibrahim mohamed hassan	04/01/2026	Eagles Jan26 final		0	0	0
ibrahim mohamed hassan	05/01/2026	Eagles Jan26 final		0	0	0
ibrahim mohamed hassan	06/01/2026	Eagles Jan26 final		1	1	1
ibrahim mohamed hassan	07/01/2026	Eagles Jan26 final		0	0	0
ibrahim mohamed hassan	08/01/2026	Eagles Jan26 final		0	0	0
ibrahim mohamed hassan	09/01/2026	Eagles Jan26 final		0	0	0
ibrahim mohamed hassan	10/01/2026	Eagles Jan26 final		0	0	0
ibrahim mohamed hassan	11/01/2026	Eagles Jan26 final		0	0	0
ibrahim mohamed hassan	12/01/2026	Eagles Jan26 final		0	0	0
ibrahim mohamed hassan	13/01/2026	Eagles Jan26 final		0	0	0
ibrahim mohamed hassan	14/01/2026	Eagles Jan26 final		0	0	0
ibrahim mohamed hassan	15/01/2026	Eagles Jan26 final		0	0	0
ibrahim mohamed hassan	16/01/2026	Eagles Jan26 final		0	0	0
ibrahim mohamed hassan	17/01/2026	Eagles Jan26 final		0	0	0

- يتم ظهور تقرير أيام الغياب للموظف خالد محمد القباني :

Finance and Operations | T Gates Payroll > Attendance > Attendance processing

Absence Counter | khalid mohamed alkba : 07/01/2026

Standard view

Worker	Date	Period ID	Action ID	Period Absence Counter	Annual Absence Continuous	Annual Absence none Continuous
khalid mohamed alkba	01/01/2026	Eagles Jan26 final		0	0	0
khalid mohamed alkba	02/01/2026	Eagles Jan26 final		0	0	0
khalid mohamed alkba	03/01/2026	Eagles Jan26 final		0	0	0
khalid mohamed alkba	04/01/2026	Eagles Jan26 final		0	0	0
khalid mohamed alkba	05/01/2026	Eagles Jan26 final		0	0	0
khalid mohamed alkba	06/01/2026	Eagles Jan26 final		0	0	0
khalid mohamed alkba	07/01/2026	Eagles Jan26 final		1	1	1
khalid mohamed alkba	08/01/2026	Eagles Jan26 final		0	0	0
khalid mohamed alkba	09/01/2026	Eagles Jan26 final		0	0	0
khalid mohamed alkba	10/01/2026	Eagles Jan26 final		0	0	0
khalid mohamed alkba	11/01/2026	Eagles Jan26 final		0	0	0
khalid mohamed alkba	12/01/2026	Eagles Jan26 final		0	0	0
khalid mohamed alkba	13/01/2026	Eagles Jan26 final		0	0	0
khalid mohamed alkba	14/01/2026	Eagles Jan26 final		0	0	0
khalid mohamed alkba	15/01/2026	Eagles Jan26 final		0	0	0
khalid mohamed alkba	16/01/2026	Eagles Jan26 final		0	0	0
khalid mohamed alkba	17/01/2026	Eagles Jan26 final		0	0	0

ونلاحظ أن التقرير يوضح النقاط التالية :

* عدد أيام الغياب عن الفترة **Period absence counter**

* عدد أيام الغياب المتصلة **Annual absence continuous**

* عدد أيام الغياب المنفصلة **Annual absence none continuous**

**Special appreciation for*

Mr.Mohammed Yasser

*for his efforts and patience**