



Dashboard

Employees

Attendance

Leave

Payroll

Performance

Recruitment

Documents

Tickets

Reports

Settings

Attendance Management

Track and manage employee attendance

[View Calendar](#)[Export Report](#)[Mark Attendance](#)

Present Today

145

80.6% attendance

Absent

8

4.4% absent

Late Arrivals

1

2 >15min, -1 <15min

Incomplete Records

1

Missing check-in/out

On Leave

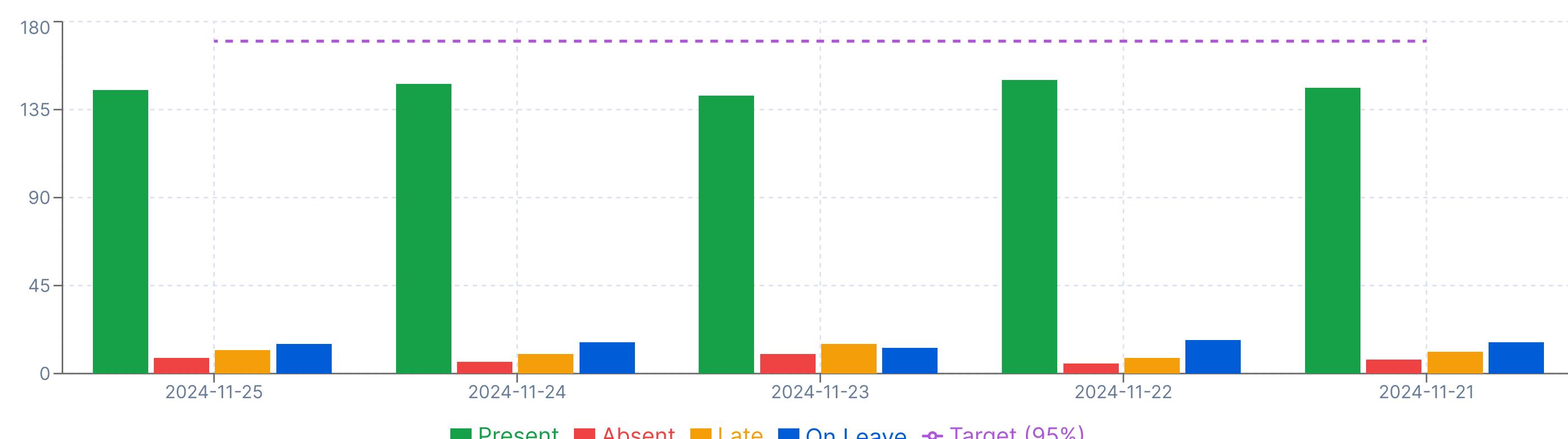
15

8.3% on leave

Attendance Trends

Last 7 days attendance overview

Last 7 Days



Today's Attendance

Real-time attendance records for November 25, 2024

All Status

[Sign Out](#)

Employee	Check In	Check Out	Duration	Status	Action
Priya Sharma	09:05 AM	06:15 PM	9h 10m	✓ Present	View Log
Rahul Verma	09:00 AM	06:30 PM	9h 30m	✓ Present	View Log
Rohan Kumar	-	-	-	📅 On Leave	View Log
Vikram Singh	09:25 AM	06:00 PM	8h 35m	⚠ Late	View Log
Anita Desai	08:55 AM	06:10 PM	9h 15m	✓ Present	View Log
Karan Joshi	09:18 AM	-	-	⌚ Incomplete	View Log
Meera Iyer	08:50 AM	06:05 PM	9h 15m	✓ Present	View Log

Shift Management

Configure and manage work shifts

General Shift

9:00 AM - 6:00 PM

145 employees

Night Shift

8:00 PM - 5:00 AM

12 employees

Flexible

As per requirement

23 employees

Regularization Requests

Pending attendance correction requests

Arjun Mehta

Date: 2024-11-23

Forgot to check out

Pending

⋮

Sneha Patel

Date: 2024-11-22

System error during check-in

Pending

⋮