</Frequently Asked Questions (FAQ)_

These are the most commonly asked questions about employee attendance.
Can't find what you're looking for? Chat to our friendly team!

All   Basic Requirements   Common Scenarios   Potential Issues

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Basic Requirements

How many days am I required to be in the office? ⌄

Common Scenarios

What happens if I take a sick day or a holiday? ⌄

Common Scenarios

Will my streak break if I do not come to the office on my selected day but attend on a different day? ⌄

Potential Issues

What happens if I spend more than 6 hours and 30 minutes in the office but arrive later than 10:00 AM? ⌄

Potential Issues

What happens if I forget to clock in using the logger? ⌃

If you do not clock in with the logger, your data source is solely reliant on the access control but in case the access control is offline, your data for that day might be inaccurate.

Basic Requirements

What is the 'Weekly Quota'? ⌃

It is simply a visual indicator that keeps track of how many full days (out of the minimum 3 days) you have been to the office for the current work week.

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Common Scenarios

What happens if I take a sick day or a holiday?

⌄

Basic Requirements

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Potential Issues

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Common Scenarios

Will my streak break if I do not come to the office on my selected day but attend on a different day?

⌃

No, your streak will not break. However, your lead will be notified of your absence on the originally selected day.