AttendEase
HR System

Search...

Sarah Johnson
Senior Developer

- Dashboard
- Attendance
- Apply Leave
- Leave History
- Calendar
- Reports
- Admin Panel
- Settings
- Logout

Dashboard

Welcome back! Here's your attendance overview.

Today's Status
Present
Checked in at 9:15 AM

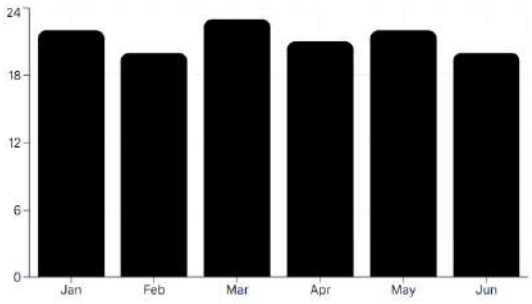
Working Hours (Dec)
168.5 hrs
+5.2% from last month

Leaves (This Year)
10 / 24
14 days remaining

Pending Requests
2
1 leave, 1 regularization

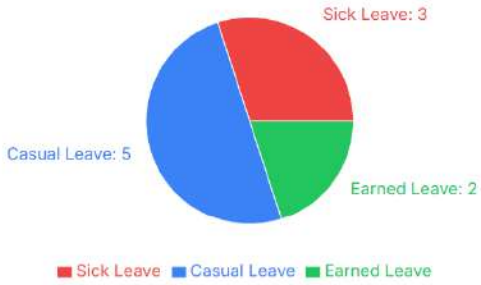
Monthly Attendance

Your attendance trend over the last 6 months



Leave Distribution

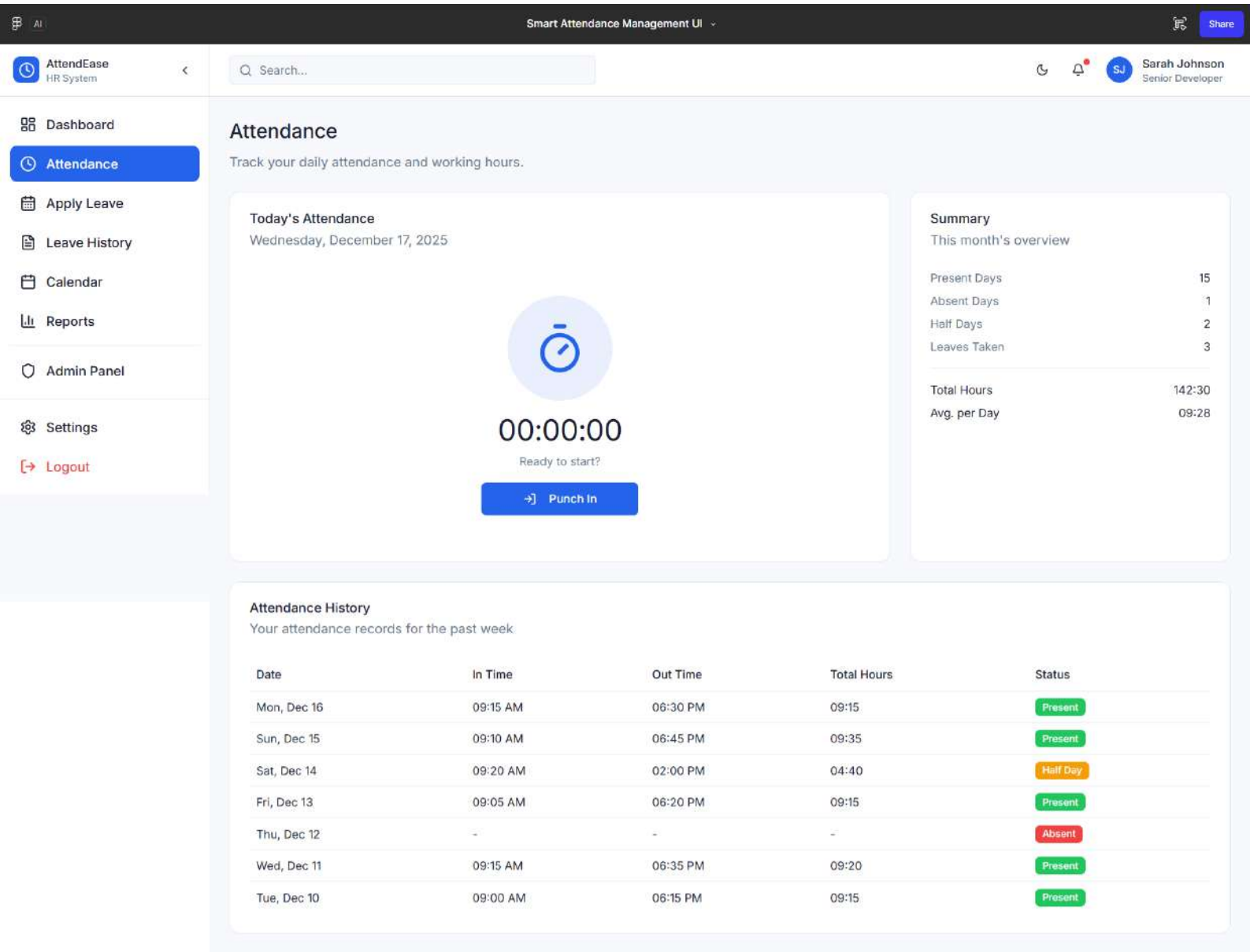
Breakdown of leaves taken this year



Recent Activity

Your latest attendance and leave activities

- Checked in at 9:15 AM — 2 hours ago
- Leave request approved — Yesterday
- Applied for casual leave — 2 days ago
- Checked out at 6:30 PM — 3 days ago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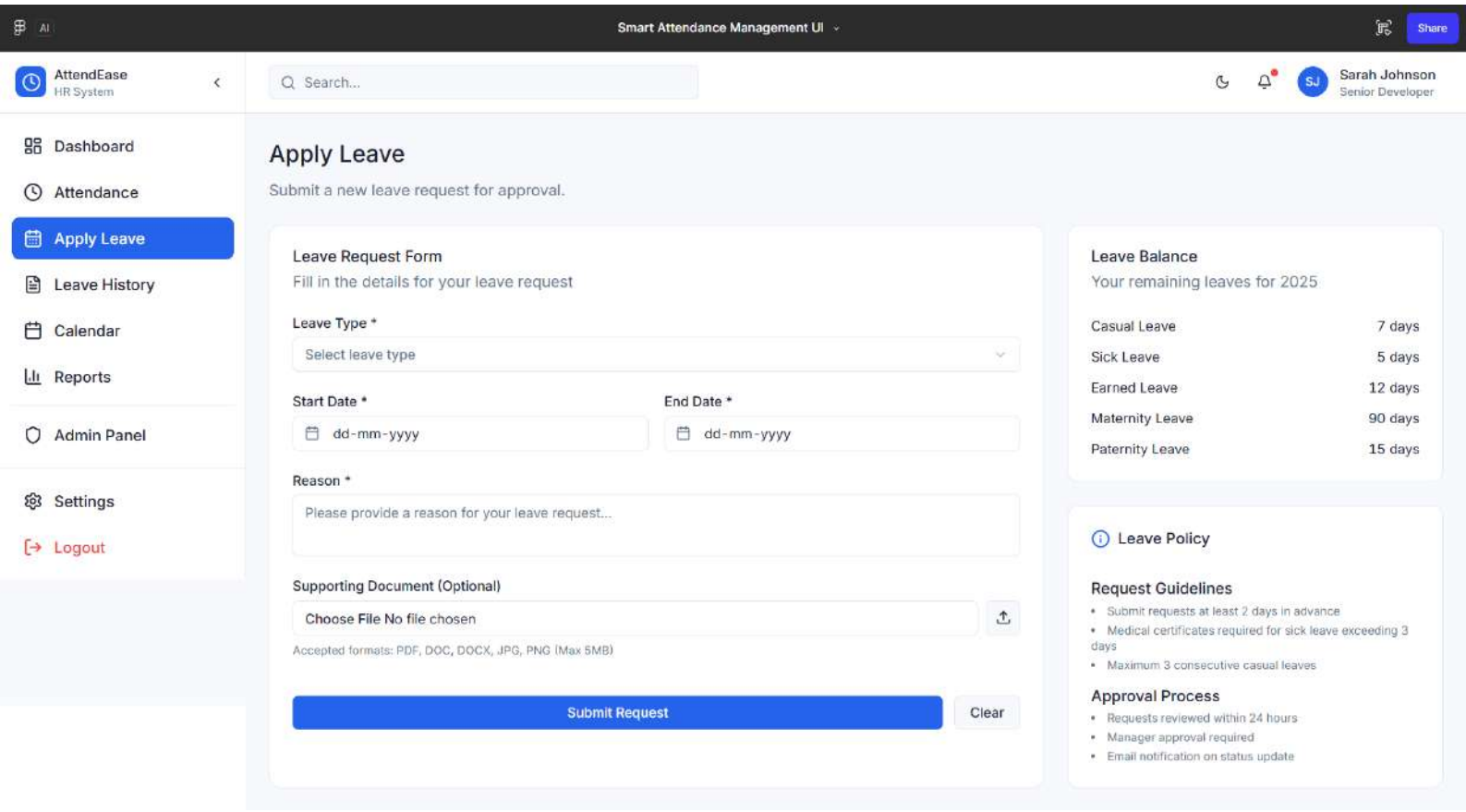
Attendance
Track your daily attendance and working hours.
Today's Attendance
Wednesday, December 17, 2025
00:00:00
Ready to start?
Punch In
Summary
This month's overview
Present Days 15
Absent Days 1
Half Days 2
Leaves Taken 3
Total Hours 142:30
Avg. per Day 09:28
Attendance History
Your attendance records for the past week
Date
In Time
Out Time
Total Hours
Status
Mon, Dec 16 09:15 AM 06:30 PM 09:15 Present
Sun, Dec 15 09:10 AM 06:45 PM 09:35 Present
Sat, Dec 14 09:20 AM 02:00 PM 04:40 Half Day
Fri, Dec 13 09:05 AM 06:20 PM 09:15 Present
Thu, Dec 12 - - - Absent
Wed, Dec 11 09:15 AM 06:35 PM 09:20 Present
Tue, Dec 10 09:00 AM 06:15 PM 09:15 Present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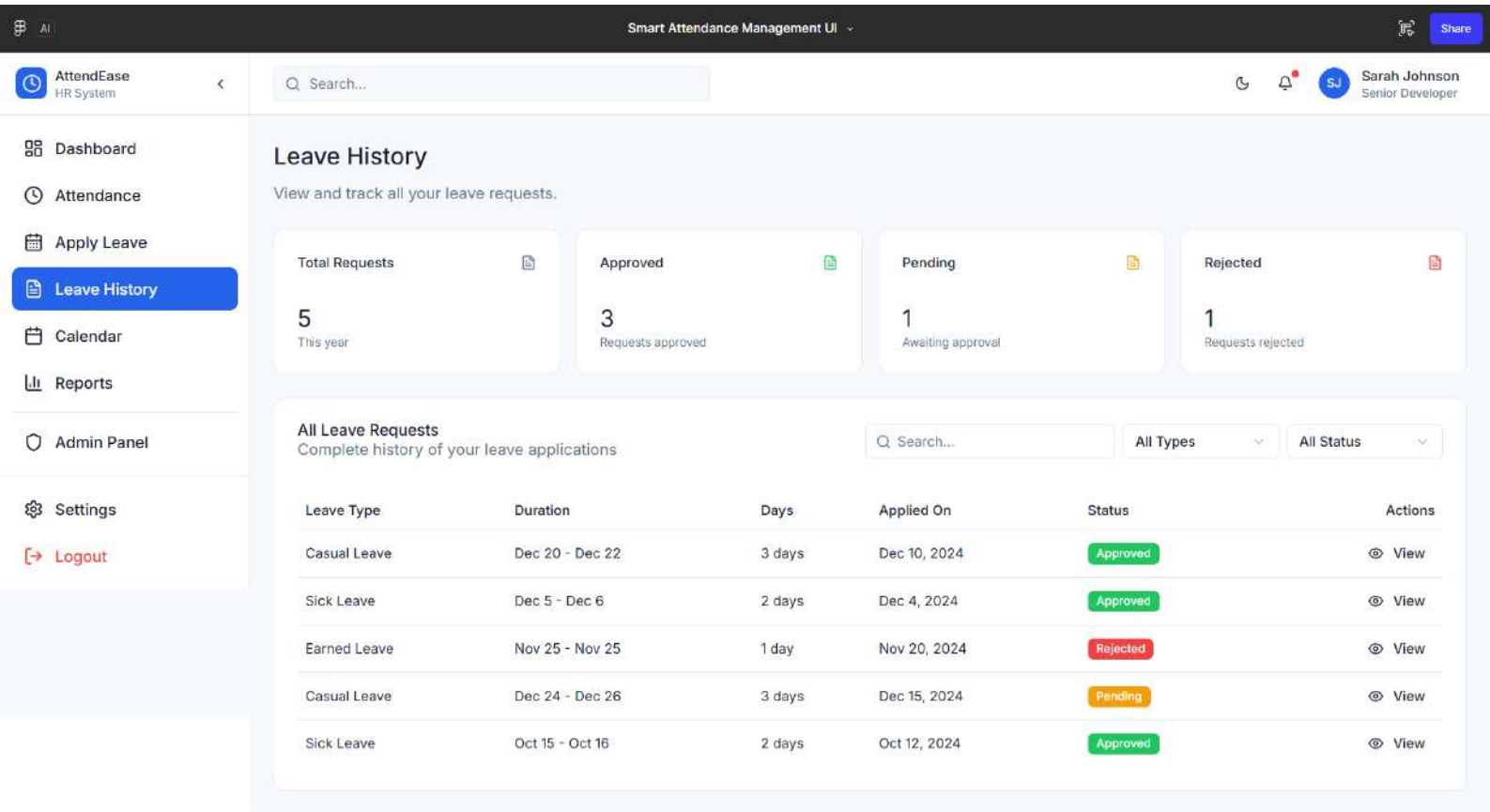
Apply Leave
Submit a new leave request for approval.
Leave Request Form
Fill in the details for your leave request
Leave Type *
Select leave type
Start Date *
dd-mm-yyyy
End Date *
dd-mm-yyyy
Reason *
Please provide a reason for your leave request...
Supporting Document (Optional)
Choose File No file chosen
Accepted formats: PDF, DOC, DOCX, JPG, PNG (Max 5MB)
Submit Request
Clear
Leave Balance
Your remaining leaves for 2025
Casual Leave 7 days
Sick Leave 5 days
Earned Leave 12 days
Maternity Leave 90 days
Paternity Leave 15 days
Leave Policy
Request Guidelines
Submit requests at least 2 days in advance
Medical certificates required for sick leave exceeding 3 days
Maximum 3 consecutive casual leaves
Approval Process
Requests reviewed within 24 hours
Manager approval required
Email notification on status update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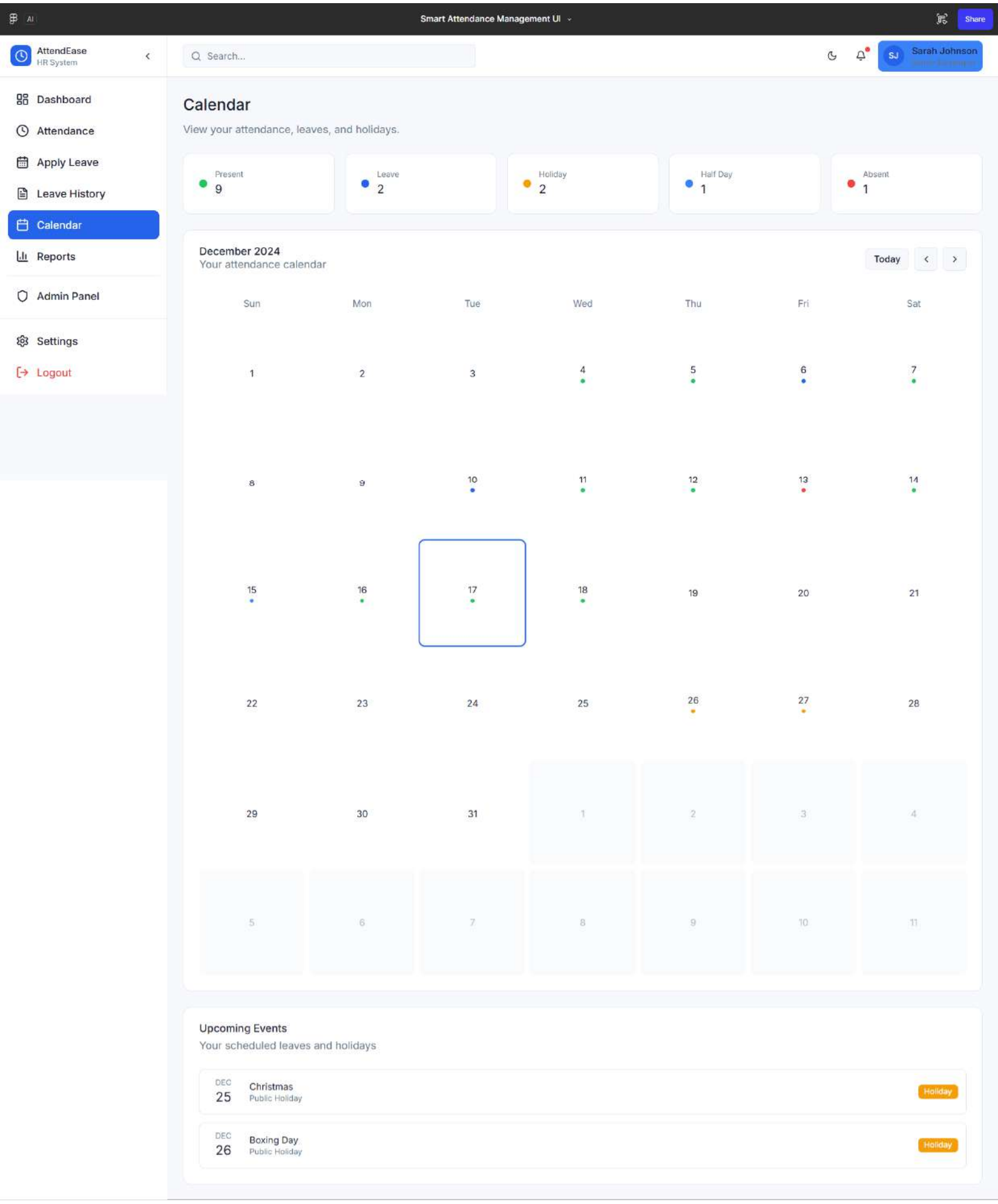
View and track all your leave requests.
Total Requests
5
This year
Approved
3
Requests approved
Pending
1
Awaiting approval
Rejected
1
Requests rejected
All Leave Requests
Complete history of your leave applications
Search...
All Types
All Status
Leave Type
Duration
Days
Applied On
Status
Actions
Casual Leave
Dec 20 - Dec 22
3 days
Dec 10, 2024
Approved
View
Sick Leave
Dec 5 - Dec 6
2 days
Dec 4, 2024
Approved
View
Earned Leave
Nov 25 - Nov 25
1 day
Nov 20, 2024
Rejected
View
Casual Leave
Dec 24 - Dec 26
3 days
Dec 15, 2024
Pending
View
Sick Leave
Oct 15 - Oct 16
2 days
Oct 12, 2024
Approved
View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Calendar
View your attendance, leaves, and holidays.
Present
9
Leave
2
Holiday
2
Half Day
1
Absent
1
December 2024
Your attendance calendar
Today
Sun
Mon
Tue
Wed
Thu
Fri
Sat
Upcoming Events
Your scheduled leaves and holidays
DEC
25
Christmas
Public Holiday
Holiday
DEC
26
Boxing Day
Public Holiday
Holiday

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Reports

Analyze your attendance and leave patterns.

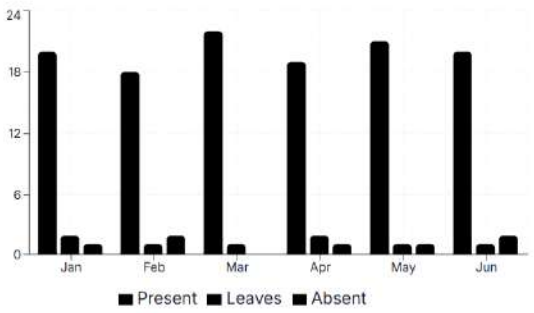
2024

Export PDF

Attendance Rate	Avg Working Hours	Total Leaves	Punctuality Score
94.5%	8.4h	10	92%
+2.3% vs last month	– 0% vs last month	-1 vs last month	+5% vs last month

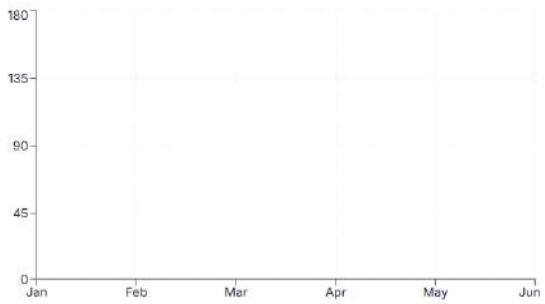
Monthly Attendance Breakdown

Present, absent, and leave days per month



Working Hours Trend

Total working hours per month



Leave Balance Summary

Detailed breakdown of your leave entitlements

Casual Leave	5 taken • 7 available	5 / 12
Sick Leave	3 taken • 5 available	3 / 8
Earned Leave	2 taken • 12 available	2 / 14

Attendance Insights

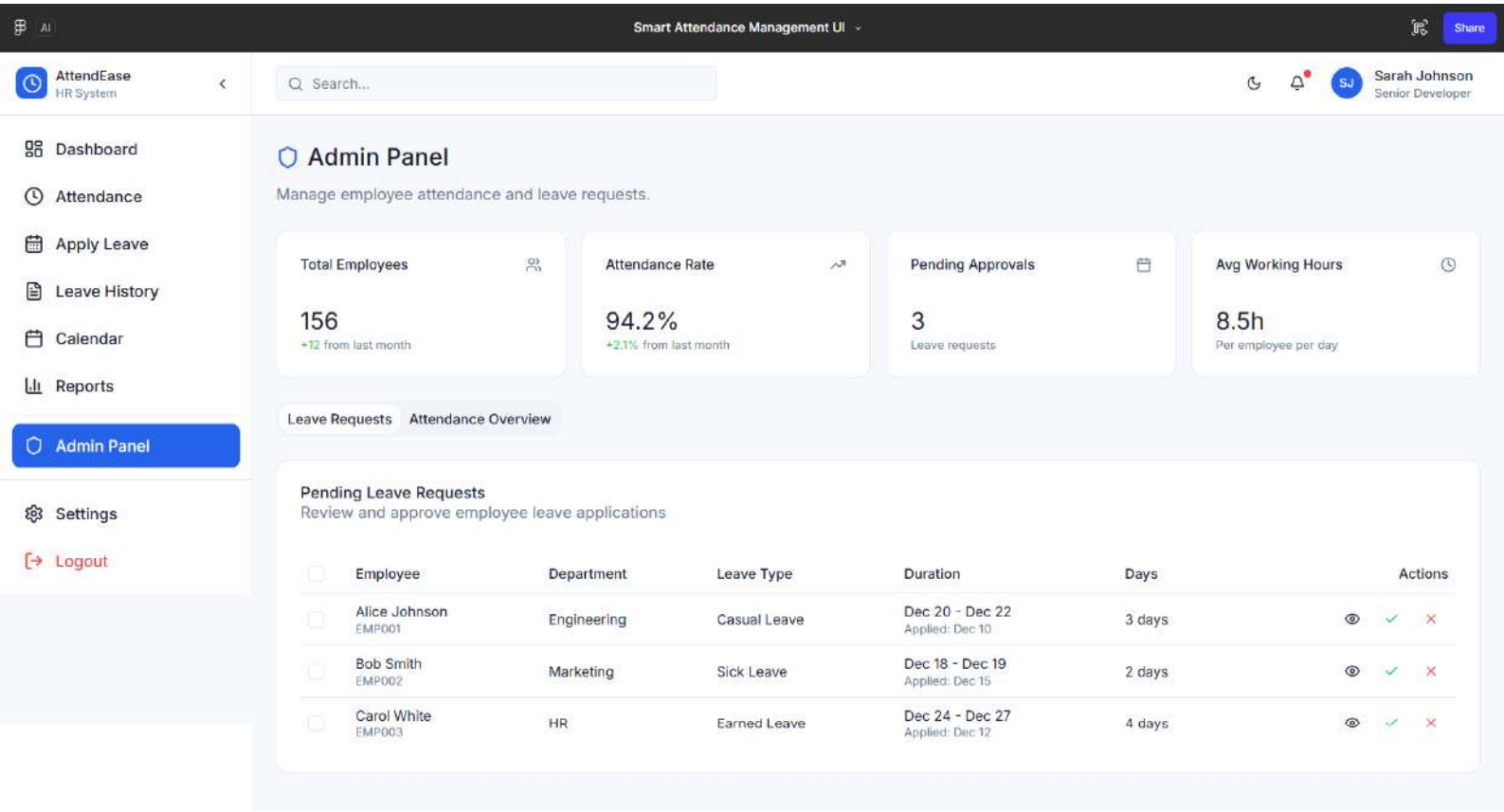
Key observations about your attendance

- **Excellent attendance**
  You've maintained 94%+ attendance for 4 consecutive months
- **Consistent working hours**
  Your average daily working hours is 8.4, which is above the requirement
- **Leave balance healthy**

Quick Actions

Export your reports in different formats

- Download PDF Report
- Download Excel Report
- Download CSV Report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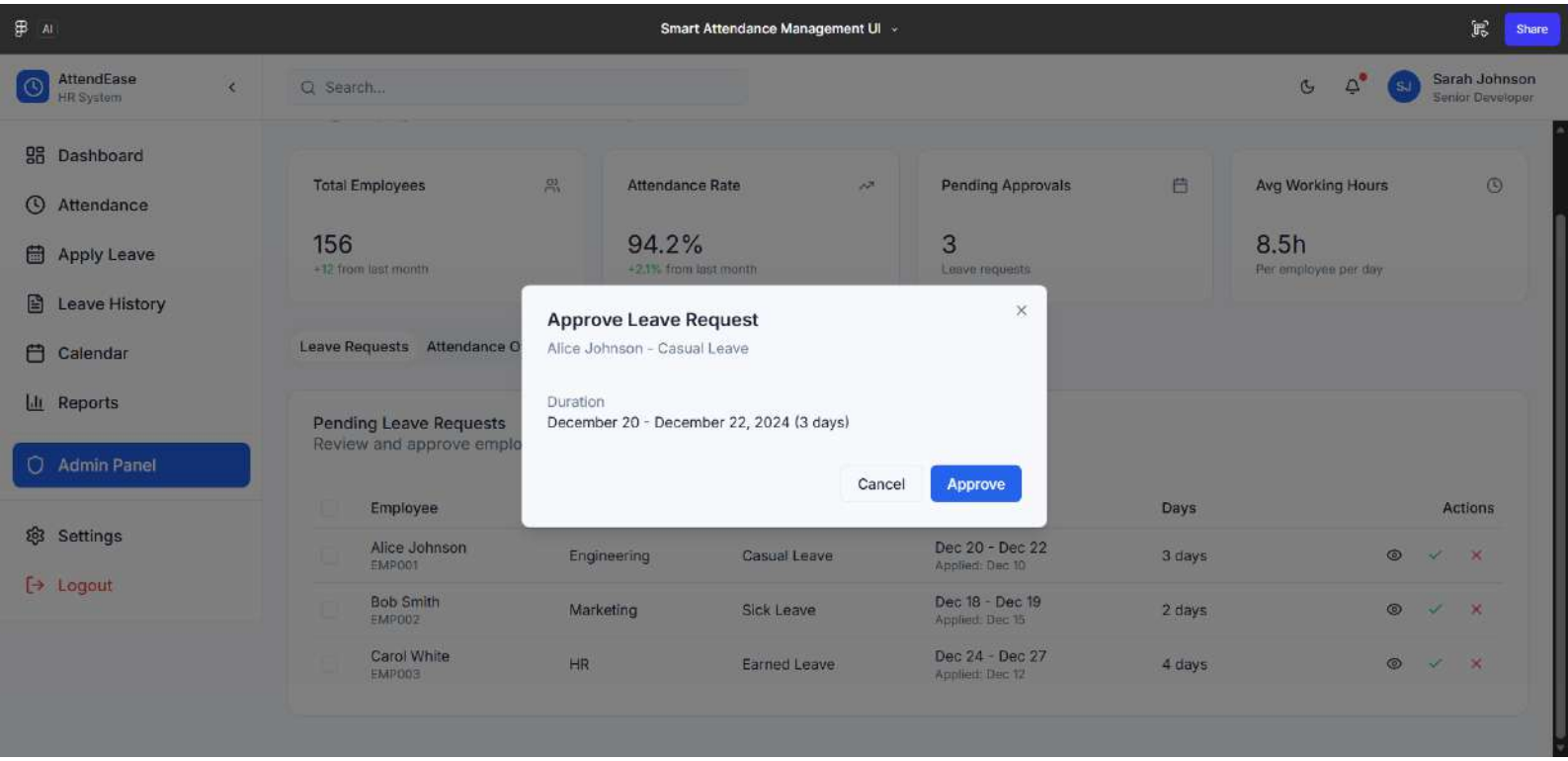
Admin Panel
Manage employee attendance and leave requests.
Total Employees
156
+12 from last month
Attendance Rate
94.2%
+2.1% from last month
Pending Approvals
3
Leave requests
Avg Working Hours
8.5h
Per employee per day
Leave Requests
Attendance Overview
Pending Leave Requests
Review and approve employee leave applications
Employee
Department
Leave Type
Duration
Days
Actions
Alice Johnson
EMP001
Engineering
Casual Leave
Dec 20 - Dec 22
Applied: Dec 10
3 days
Bob Smith
EMP002
Marketing
Sick Leave
Dec 18 - Dec 19
Applied: Dec 15
2 days
Carol White
EMP003
HR
Earned Leave
Dec 24 - Dec 27
Applied: Dec 12
4 days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156
+12 from last month
Attendance Rate
94.2%
+2.1% from last month
Pending Approvals
3
Leave requests
Avg Working Hours
8.5h
Per employee per day
Leave Requests
Pending Leave Requests
Review and approve emplo
Employee
Days
Actions
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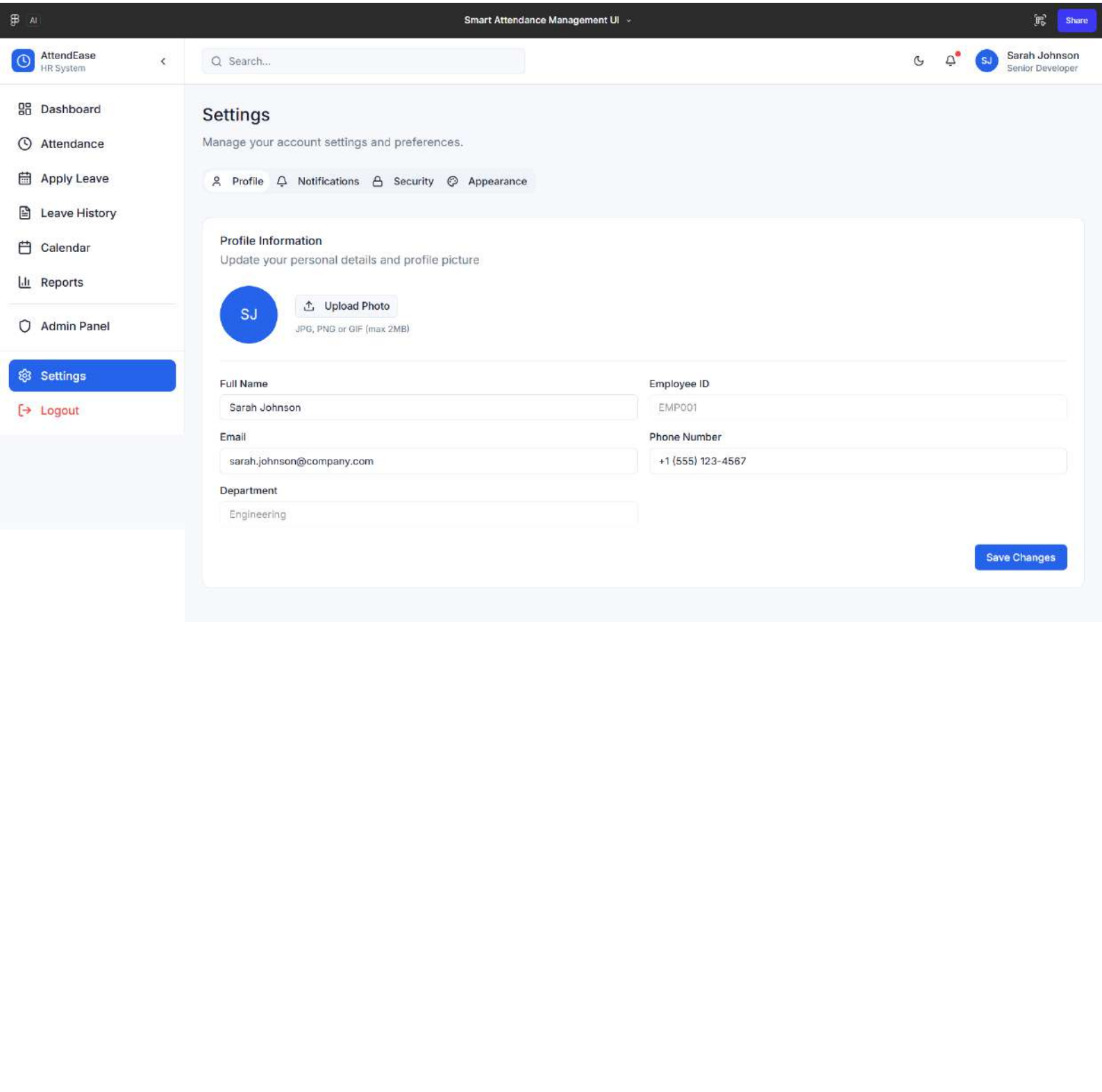
Sick Leave
Dec 18 - Dec 19
Applied: Dec 15
2 days
Carol White
EMP003
HR
Earned Leave
Dec 24 - Dec 27
Applied: Dec 12
4 days
Approve Leave Request
Alice Johnson - Casual Leave
Duration
December 20 - December 22, 2024 (3 days)
Cancel
Approve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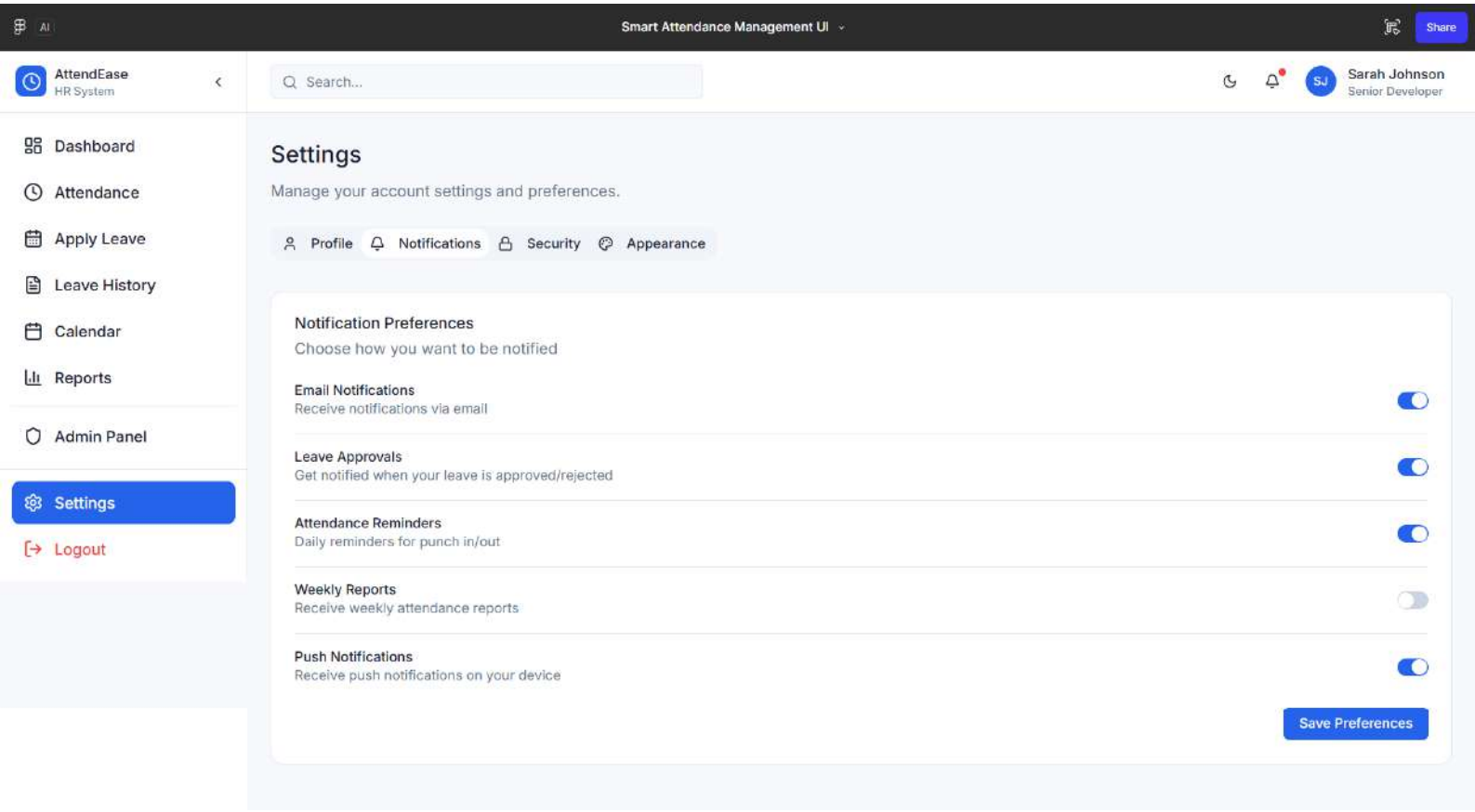
Settings
Logout
Settings
Manage your account settings and preferences.
Profile
Notifications
Security
Appearance
Profile Information
Update your personal details and profile picture
SJ
Upload Photo
JPG, PNG or GIF (max 2MB)
Full Name
Sarah Johnson
Employee ID
EMP001
Email
sarah.johnson@company.com
Phone Number
+1 (555) 123-4567
Department
Engineering
Save Changes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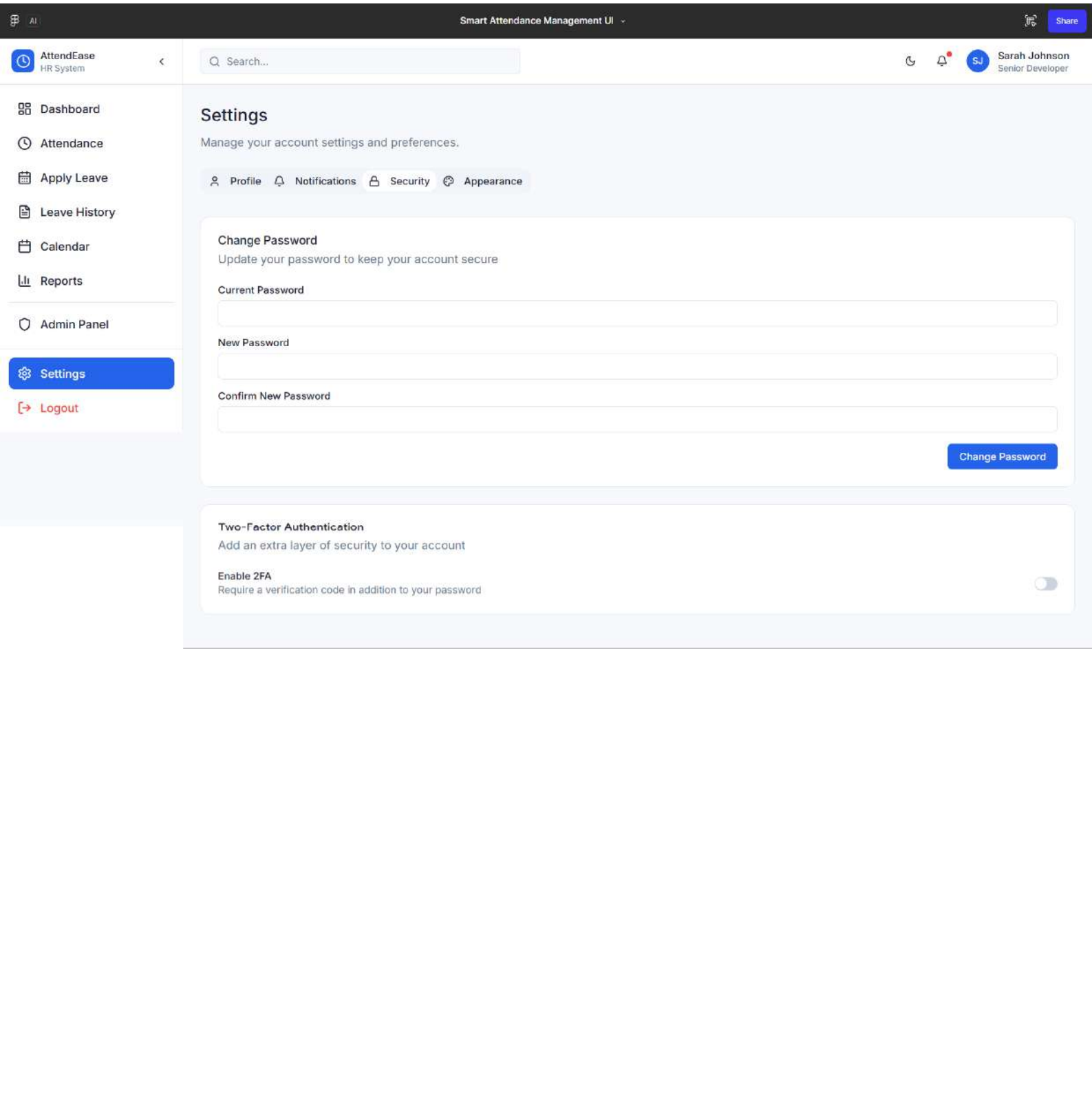
Settings
Manage your account settings and preferences.
Profile
Notifications
Security
Appearance
Notification Preferences
Choose how you want to be notified
Email Notifications
Receive notifications via email
Leave Approvals
Get notified when your leave is approved/rejected
Attendance Reminders
Daily reminders for punch in/out
Weekly Reports
Receive weekly attendance reports
Push Notifications
Receive push notifications on your device
Save Preferences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Settings
Manage your account settings and preferences.
Profile
Notifications
Security
Appearance
Change Password
Update your password to keep your account secure
Current Password
New Password
Confirm New Password
Change Password
Two-Factor Authentication
Add an extra layer of security to your account
Enable 2FA
Require a verification code in addition to your password