

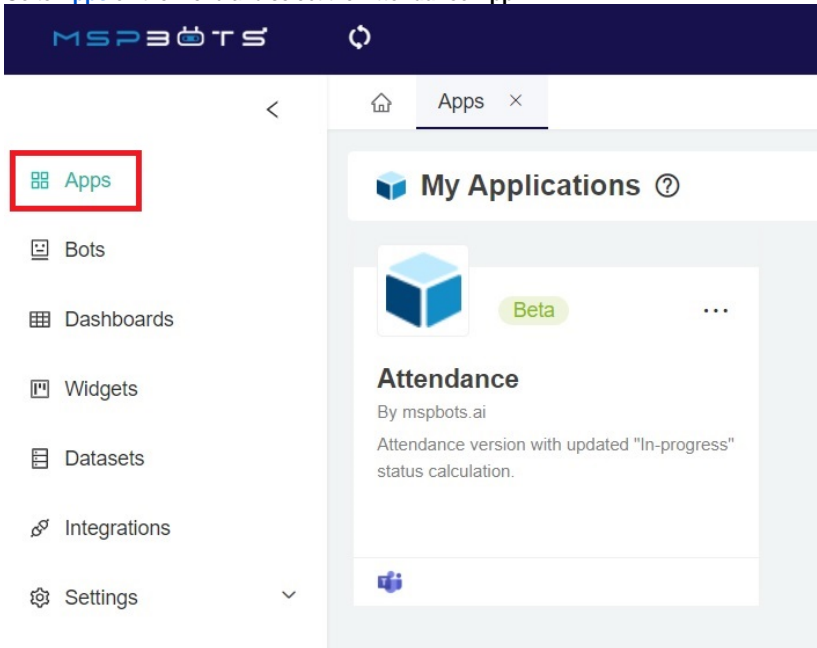
How to Request for Time Adjustment in the Attendance App

Employees may sometimes fail to log the correct time-in entry because of valid reasons. When this happens, you can adjust your time entry in the Attendance app with the steps below.

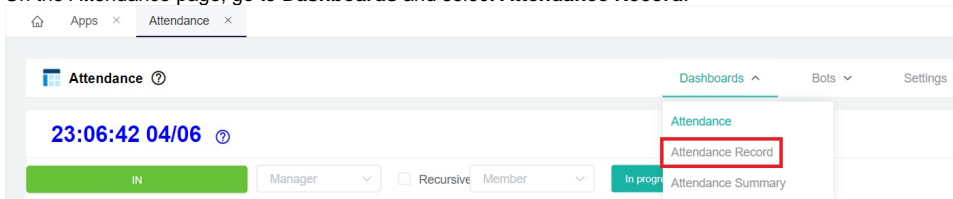
Note: You can modify your own time logs only.

How to Correct a Time Entry

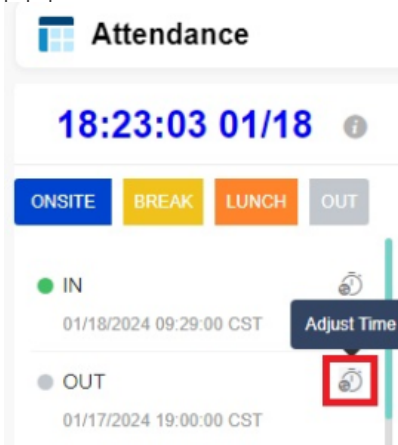
1. Go to **Apps** on the menu and select the **Attendance App**.



2. On the Attendance page, go to **Dashboards** and select **Attendance Record**.



You can skip steps 2 and 3 by clicking the **Adjust Time** button on the left side of the Attendance app's homepage to access the "Adjust Time" popup window.




3. Locate the time entry that needs to be corrected. Click the time icon under the **Approval** column.

Attendance Record ⓘ

Dashboards ▾ Bots ▾ Settings ▾ Design

Start Date ▾ End Date ▾ Team ▾ Member ▾

Excel Export PDF Export CSV Export Columns ▾

Team	Member	Action	Time Stamp	Approve Time	Duration (Hr:Min)	Status	Comments	Approval
Team 1	John Doe	back	04/06/2022 07:56 CDT					
	Member	back	04/06/2022 07:56 CDT					
	Member	back	04/06/2022 07:56 CDT					

4. Edit the time entry that needs to be corrected. You can also modify it to an exact date and provide a comment regarding the adjustment.


Adjust Time ×



File an application to adjust your actual check-in time. This is subject to your manager's approval.

Action
● **OUT**

Time
19:00:00
01/17/2024 CST

Adjust to

 01-17-2024

 19:19 

Comment

State your reason for filing an application to adjust your check-in time.

Submit

5. Click the **Submit** button to save the changes. Approval of an admin or manager is needed for your modification to take effect.

Related Topics:

- [Setting Up the Point System for NextTicket Priority Rules](#)
- [How to Approve a Request for Time Adjustment in the Attendance Manager App](#)
- [What are the chat commands for the Attendance Manager?](#)
- [Attendance](#)
- [Does MSPbots have a dark mode?](#)