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



- 2. On the Attendance page, go to Dashboards and select Attendance Record.
 - 合 Apps × Attendance ×



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	Dashboards 🛩	Bots 🛩	Settings 🛩	Design	0	0	0				
Start Date	o - En	1 Date	Team V	llember ~							
🖬 Excel Export 📓 PDF Export 📲 CSV Export Columns									nns 👻		
Team	Member	Action	Time Stamp	Approve Time	Duration (Hr:Min)	Status		Comments		App	roval
Team 1	John Doe	back	04/06/2022 07:56 CDT							4	ð
											-

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 subject to your man	to adjust your actual check-in time. T nager's approval.	his is
Action OUT	Time 19:00:00 01/17/2024 CST	
Adjust to		
01-17-2024	8	
Comment		
State your reason time.	for filing an application to adjust you	r check-in
		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
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- Attendance
- Does MSPbots have a dark mode?