

Requesting attendance regularisation on RollCall

Click on "Attendance Requisition" as shown below

The screenshot shows the RollCall dashboard for user snobbin@gmail.com on 04/01/2017. The left sidebar menu has 'Attendance Requisition' highlighted with a red box and a yellow arrow pointing to it. The main content area displays 'Leave Details' with several cards: Sabbatical Leave (0/0), Quarantine Leave (0/0), Maternity Leave (0/0), Privilege Leave (0/8), COMP OFF (0/0), Sick Leave (0/10), and Casual Leave (0/8). On the right, there are sections for 'Today's/Upcoming Events' (Birthdays, Work Anniversary, Holidays, Resign) and 'Attendance for January 2017' with a pie chart showing: Present: 19/31, Absent: 0/31, Late: 2/31, Leave: 0/31, Weekoff: 1/31.

Click on "Add Attendance Requisition"

The screenshot shows the 'Attendance Requisition Approval' page for user snobbin@gmail.com on 20/02/2017. The 'Add Attendance Requisition' button is highlighted with a red box and a yellow arrow pointing to it. Below the button is a table with columns for Employee Name, Applied Date, and Status. The table is currently empty, displaying 'No data available in table' and 'Showing 0 to 0 of 0 entries'.

Select the dates for which you want to regularise your attendance

The screenshot shows the 'Attendance Requisition' modal form for user snobbin@gmail.com on 20/02/2017. The 'From Date' and 'To Date' fields are highlighted with a red box and a yellow arrow pointing to them. The 'Employee' field is set to 'Snobbin Jacob' and there is a 'Show Logs' button.

Select/ correct the start time and end time. You can mention the reason for the regularisation. And click on submit

The screenshot shows the 'Attendance Requisition' form in the ROLLCALL system. The form is titled 'Attendance Requisition' and has a close button (X) in the top right corner. The user's email address, 'snobbin@gmail.com', is visible in the top right corner. The form contains the following fields and buttons:

- From Date:** 10/02/2017
- To Date:** 11/02/2017
- Employee:** Snobbin Jacob
- Show Logs:** A green button.
- Table:** A table with two rows for adding requisitions. Each row has columns for Date, Start Time, Comment, End Time, and another Comment field. The first row has Date: 2017-02-10, Start Time: 00:00:00, End Time: 00:00:00. The second row has Date: 2017-02-11, Start Time: 00:00:00, End Time: 00:00:00. Each row has a green 'ADD' button to its right.
- Submit:** A green button at the bottom right of the form.

That's it! Your request has been sent.
Enjoy the ease of automated attendance and payroll.

For further queries you can contact us on +91 730-347-9777 or chat with us and tell us how we can help you