

Missed Punch

Missed Punch

[Approval](#) > Missed Punch

Filter By:	February	2025	Q				
Search	Total : 2						
#	Employee Name	Attendance Date	Assign Shift	Status	InTime	OutTime	Working hrs
1	Rohan []	11/02/2025		Single Punch	00:00:00	00:00:00	
2	ARJUN PRAJAPATI []	16/02/2025		Single Punch	11:37:00	00:00:00	

This section allows you to review and take action on missed punch requests submitted by employees. You can filter the records by month and year, or search directly by employee name to narrow down the list. The table displays key details such as the employee's name, attendance date, assigned shift, request status, in-time, out-time, and total working hours. Under the Action column, you have the option to either approve or reject the request. When you choose an action, a confirmation popup appears to finalize your decision. Once confirmed, the attendance record is updated accordingly.

Revision #2

Created 17 July 2025 10:17:53

Updated 20 March 2026 08:39:20