

How attendance works

Attendance in BlueOneHR is built from **punches** — the individual moments you clocked in and clocked out — which are gathered into one **daily record** per working day. Payroll reads the daily records, not the raw punches.

Understanding that split explains most of what you see on the attendance screens, and most of what confuses people the first time they look.

punches		daily record		work record
-----		-----		-----
clock in 09:04	->	date, shift, clock in and	->	how the day was counted
clock out 18:12		clock out, hours worked,		for payroll
		overtime		

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Signed in as Ananya Iyer · HR Head

55

Ananya

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Attendance Dashboard

Monday, Sep 14, 2026

Dashboard

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Work Records

Attendance Activities

More

0

ON TIME TODAY · 0.0% OF EXPECTED

0

LATE COME TODAY · 0.0% OF EXPECTED

0

MARKED TODAY · 0.0% OF EXPECTED (25)

Needs attention

PENDING VALIDATION

0

ATTENDANCE REQUESTS

0

OVERTIME PENDING APPROVAL

1310

No attendance validation condition is configured, so the overtime approval threshold defaults to 00:00.

(Screenshot added 2026-09-14 — this page predates the screenshot pipeline built in the P0.5 pass; re-verified live on demo.blueonehr.com the same day it was added.)

Where a punch can come from

Every record carries a **Source**, which tells you how it was created:

Source	Meaning
Web	Recorded in a browser.
Mobile	Recorded in the BlueOneHR mobile app.
Biometric	Sent by a biometric device such as a fingerprint or face reader.

A day can be perfectly normal and still show a source you did not expect, for example if you clocked in on a device at the door and out from the app.

The shift you are measured against

Each day is compared against the **shift** assigned to you: the hours you were expected to work. The attendance screens show your actual hours beside the expected hours, so a short day is visible as a short day rather than as a bare number.

Overtime is time worked beyond that expectation. It is recorded automatically, and in most organisations it is approved by a manager before it counts.

Validation

A daily record is not final the moment it is created. Someone in HR, or your manager, **validates** it. Until then it shows as **Pending validation**.

This matters more than it sounds: a day that has not been validated is not the same as a day you were absent. It only means nobody has confirmed it yet.

If something is wrong

You do not edit your own attendance record. You ask for a correction, and someone reviews it. See [Requesting a correction](#).

What to read next

- [Checking your attendance](#)
- [Attendance on the mobile app](#)
- [Requesting a correction](#)
- [Attendance settings](#) (administrators)

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