

Requesting a correction

If a day's attendance is wrong — you forgot to clock out, a device did not register your finger, you worked somewhere without your phone — you ask for it to be corrected. You do not edit the record yourself.

https://www.youtube-nocookie.com/embed/hw_ui9pmv_w

[Check your attendance and request a correction](#)

Raising a request

From **Attendance** → **My Attendances**, find the day and choose **Request a correction**. The date is carried across for you.

You can also start from **Attendance** → **Attendance Requests** → **New Attendance Request**, or from **Request Attendance Regularization** in the mobile app.

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Signed in as Aarav Sharma · Manager

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Aarav

Dashboard / Attendance / Attendance Requests / New Request

New attendance request

For a day your attendance was not recorded, or was recorded wrongly.

Cancel

EMPLOYEE *

Aarav Sharma (BOHR0001)

ATTENDANCE DATE *

31/07/2026

SHIFT *

---Choose Shift---

WORK TYPE

---Choose Work Type---

CHECK-IN DATE *

31/07/2026

CHECK-IN *

--:--

CHECK-OUT DATE

31/07/2026

CHECK-OUT

--:--

WORKED HOURS *

00:00

MINIMUM HOUR *

00:00

REQUEST DESCRIPTION *

Request Description

BATCH ATTENDANCE

---Choose Batch Attendance---

Cancel

Submit request

(Screenshot added 2026-09-14, verified live on demo.blueonehr.com — this page predates the screenshot pipeline built in the P0.5 pass. Note one field not described above: **Minimum Hour**, seen pre-filled at 00:00 on the live form; its exact effect was not verified in this pass.)

What you are asked for

Field	What to put
Attendance date	The day being corrected.
Shift	The shift that applied that day.
Work type	How you worked that day.
Check-in date and time	When you actually started.
Check-out date and time	When you actually finished.
Worked hours	The hours the corrected times add up to.
Description	Why the record needs changing.

The check-in and check-out dates are asked for separately from the times because a shift can cross midnight. A night shift finishing at 02:00 has a check-out date of the following day, and saying so is what stops it being read as a sixteen-hour gap.

Say why

The description is the part a reviewer actually reads. "Forgot to clock out, left at 18:30 after the client call" is approved quickly. A blank description comes back as a question, which costs you a day.

After you submit

The day shows **Change requested**, and the action on the row becomes **Awaiting review**.

Your manager or HR reviews it. If it is approved, the record is updated and validated as normal. If more information is needed, you will be asked for it.

Good practice

- **Raise it early.** Corrections are far easier before payroll closes for the month.

- **One request per day.** Raise each affected day separately, so each can be judged on its own.
 - **Do not clock in again to compensate.** A second punch on the wrong day creates a second problem.
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Created 2026-09-09 16:11:37 UTC by Docs Publisher

Updated 2026-10-03 03:28:11 UTC by Docs Publisher (CI)