

Attendance, a geo-fence, and leave for a distributed project team

Continuing from [Branches, departments, and job positions: a multi-site company](#): Meridian Interiors runs project teams out of two offices, Mumbai HQ and a Hyderabad regional office. This page follows one person on that Hyderabad team through three screens that all read from the same record: his attendance, a geo-fence for the site he works from, and a leave request someone else approves.

Illustrative demonstration prepared using publicly available company context and synthetic data. This page does not represent a production deployment, customer endorsement, or use of real employee data.

https://www.youtube-nocookie.com/embed/5i9z51E6k_s

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One person, one attendance record

Attendance in BlueOneHR is one record per person per day — clock in, clock out, a shift, a work type, and a validated status — the same record whether the person works from the head office or a regional site. This page does not re-teach the attendance screens themselves: see [Requesting a correction](#) and [Reviewing and validating attendance](#) for the full procedure.

A geo-fence, assigned to the person who works there

The Geo-Fence screen defines a named point with a radius, independent of the company's branch list. A geo-fence is not assigned to a branch directly — it is scoped to a department, a team (job position), an employee group, or an individual employee, and it applies nowhere until one of those assignments exists. For a distributed team, assigning a fence to the specific person working from a regional site is the direct way to represent "this is where they clock in from." See [How geo-fencing works](#) for the screens themselves.

Leave, requested and approved by someone else

Applying for leave and approving it are two different actions, by two different people, every time — the person who raises a request can never also approve it. Casual Leave is a company's own leave type with its own day count; approving a request only succeeds if the balance covers it, and the balance updates the moment it's approved, not before. See [Applying for leave](#) and [Approving and rejecting leave](#) for the full procedure.

Related reading

- [Branches, departments, and job positions: a multi-site company](#)
- [Requesting a correction](#)
- [Reviewing and validating attendance](#)
- [How geo-fencing works](#)
- [Applying for leave](#)
- [Approving and rejecting leave](#)