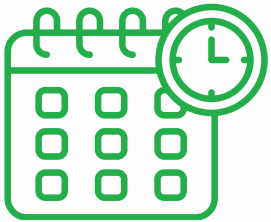


How Can I View My Attendance Report?



When the payroll cut-off is approaching, it is recommended to check your attendance a few days or a day before. In case you have any missing logs or other attendance concerns, you'll have to file this on Bridge.

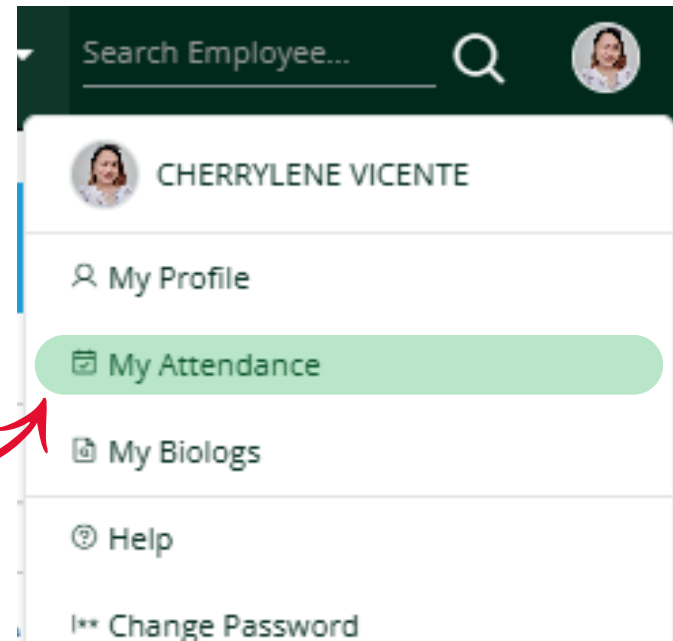
Here are the simple steps to check your attendance:

1

Click the circle beside your name at the top right corner of the screen.

2

Choose **My Attendance.**



3

Input the cut-off at date range.

My Attendance Summary Report

From

05/24/2026



To

06/08/2026



Generate

Click
Generate



4

To view your daily attendance, click on any part of the row below the column headers. This will display your detailed attendance.

My Attendance Summary Report

From

05/24/2026



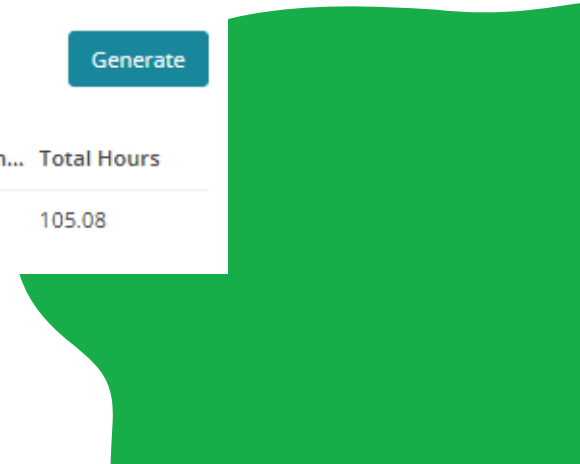
To

06/08/2026



Generate

Name	Days Present	Days Absent	Late Minutes	Undertime Mi...	Total Late/Un...	Total Hours
VICENTE, CHE...	10	0	0	0	0	105.08



5

This will display your attendance details for the selected range, including the shift type, the expected shift time, the logs recorded, the computed late and/or undertime, and the total hours worked per day.

Date	Day	Shift Type	Shift	Biologs	Late	Undertime	Total Hours
5/24/2026	Sun	Profile Schedule - 1	REST DAY	NO LOGS	0	0	0
5/25/2026	Mon	Profile Schedule - 1	09:00 AM To 06:00 PM	07:37 AM TO 06:08 PM	0	0	10.52
5/26/2026	Tue	Profile Schedule - 1	09:00 AM To 06:00 PM	08:32 AM TO 06:45 PM	0	0	10.22
5/27/2026	Wed	Profile Schedule - 1	HOLIDAY	NO LOGS	0	0	0
5/28/2026	Thu	Profile Schedule - 1	09:00 AM To 06:00 PM	08:30 AM TO 06:34 PM	0	0	10.07
5/29/2026	Fri	Profile Schedule - 1	09:00 AM To 06:00 PM	08:29 AM TO 07:39 PM	0	0	11.17
5/30/2026	Sat	Profile Schedule - 1	REST DAY	NO LOGS	0	0	0
5/31/2026	Sun	Profile Schedule - 1	REST DAY	NO LOGS	0	0	0
6/1/2026	Mon	Profile Schedule - 1	09:00 AM To 06:00 PM	08:29 AM TO 06:33 PM	0	0	10.07
6/2/2026	Tue	Profile Schedule - 1	09:00 AM To 06:00 PM	08:33 AM TO 07:00 PM	0	0	10.45
6/3/2026	Wed	Profile Schedule - 1	09:00 AM To 06:00 PM	08:26 AM TO 07:09 PM	0	0	10.72
6/4/2026	Thu	Profile Schedule - 1	09:00 AM To 06:00 PM	08:36 AM TO 07:37 PM	0	0	11.02
6/5/2026	Fri	Profile Schedule - 1	09:00 AM To 06:00 PM	08:26 AM TO 07:09 PM	0	0	10.72
6/6/2026	Sat	Profile Schedule - 1	REST DAY	NO LOGS	0	0	0
6/7/2026	Sun	Profile Schedule - 1	REST DAY	NO LOGS	0	0	0
6/8/2026	Mon	Profile Schedule - 1	09:00 AM To 06:00 PM	08:28 AM TO 06:35 PM	0	0	10.12



Tip: Review your attendance regularly to ensure accuracy and to have ample time to report any concerns on Bridge before the payroll cut-off.