Calendar

General

The **calendar** allows employees to plan and get an overview of their full-day and half-day absences (vacation, training, illness, ...).

Color coding:

- **black** font: approved absences
- **red** font: approvals still open
- **Light blue** cell: the current day
- **Yellow** cell: Saturdays
- **Orange** cell: Sundays
- **Green** cell: public holiday according to the holiday calendar set for the employee

Functions

Selecting the year

Use the arrow buttons to page forward or back one year. Alternatively, you can select a year from the dropdown list.

Switching to the journal

Clicking the v button in the month field takes you to the monthly journal of the same month.

Switching to correction options

Right-clicking a day field opens a selection list that leads to

- Time correction request
- Absence request
- Switch to the monthly journal

Daily information

Clicking a field (left click) opens an info window that shows, for example, the status of absence reasons.

As long as an absence / special absence request is in progress (status unapproved), the absence reason is entered in red in the calendar.

After a request has been approved, the absence reason appears in black on the days concerned. All work-relevant data is updated (e.g., remaining vacation or scheduled vacation).

Print/Export

The calendar view can also be exported as a PDF or Excel file or prepared for printing. The corresponding icons are located in the upper right corner.