

Absences

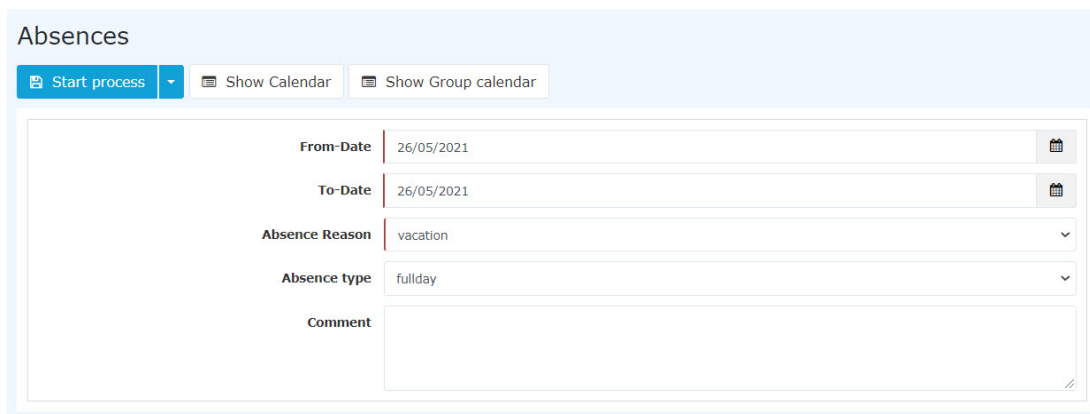
NOTIZ

Note: This section describes the standard form of this function. It is possible that the function you are using differs from what is described here due to the client-specific design of the process.

General

The **Absences request** is used to enter planned half-day and full-day absence reasons in the time management system in compliance with a defined approval path.

- **From - To Date**
- Duration of planned absence time
- **Absence Reason**
Selection of the reason for the absence (vacation, flexi day, business trip, training, sick)
- **Absence type**
Here you can select full day or half day.
- **Comment**
Input of possible comments (possibly useful information for subsequent editors)



As support, the user can **show his calendar** to get an overview of his own annual planning. Furthermore, the **group calendar** can also be displayed, which provides an overview of the planned absences within the department.

The **calendar / group calendar** can be hidden again by clicking on the button "**Hide calendar**" / "**Hide group calendar**".

After starting the process, you will be forwarded to the uncompleted requests overview where you can see all your open requests sorted chronologically by the time they were created (for more information, see [Uncompleted Requests¹](#)).

Date of application	Author of Process	Performers	Details	Progress	Action(s)
May 26, 2021 10:09:47 AM	Renner Rudi (000223412, PP-AGB1)	Huber Peter	• Fehlzeit (Standard) Absenceentry vacation fullday May 26, 2021 - May 26, 2021 Details	☆ Renner Rudi	<input type="checkbox"/> Delete <input type="checkbox"/> Print

Behaviour of the Absence reasons

If a booking is made on a day on which a full-day absence reason is entered, the following absence reasons are not deleted:

- Vacation
- Time compensation

- Training

The following absence reasons are deleted and only the entry appears in the journal:

- Sick
- Business trip

Example 1:

Vacation on 15.04.2021 and booking from 08:00-10:00 - both the reason for the absence (= vacation) and the booking are displayed in the journal:

Date	Day	C	FB	Bookings	FE	Absence reasons	Target-Time	Work-Time	Sum	Time-Balance	autom. break deduction
Apr 15, 2021	Thu	i 2	--	fullday 08:00 - 10:00	--	vacation	7:42	9:42	91:05	-554:35	0:00

The vacation day on 15.04.2021 remains despite the booking from 08:00 - 10:00 (2 hours). The balance is increased by 2 hours.

Example 2:

Sick on 20.04.2021

Date	Day	C	FB	Bookings	FE	Absence reasons	Target-Time	Work-Time	Sum
Apr 19, 2021	Mon	i 2	--	08:00 - 18:00	--		7:42	9:30	108:17
Apr 20, 2021	Tue	i 2	--	fullday	--	sick	7:42	7:42	115:59

Example 3:

Afterward booking from 08:00 - 10:00

Date	Day	C	FB	Bookings	FE	Absence reasons	Target-Time	Work-Time
Apr 19, 2021	Mon	i 2	--	08:00 - 18:00	--		7:42	9:30
Apr 20, 2021	Tue	i 5	--	08:00 - 10:00	--		7:42	2:00

By booking 08:00 - 10:00, the absence reason sick is deleted. This also affects the balance (since the target time of 07:42 was not reached, the balance is reduced accordingly).

Approval process

Applicant (Requestor) --> Manager for approval

Good to know:

As long as the absences request is on its way (= unauthorized), the reason for the absence is entered in red in the calendar.



Click on the "V" field in the calendar to obtain detailed information on the request:

✕
Info

Daily Calendar May 7, 2021: Renner Rudi

Absencereasons

✎ whole Day **vacation** (not approved)
 Request rests with: Huber Peter
 Duration: from May 3, 2021 to May 7, 2021
 Comment:

Once a request has been approved, the absence reason appears in black on the relevant days and all work-relevant data is updated (for example, remaining leave or planned leave).

May ▼ ■ ■ V | V | V | V | V ■

Click on the "V" field in the calendar to obtain detailed information on the request:

✕
Info

Daily Calendar May 7, 2021: Renner Rudi

Absencereasons

✓ whole Day **vacation** (approved)
 Request approved by: Huber Peter
 Duration: from May 3, 2021 to May 7, 2021
 Comment:

Felder

Name	Wert
Modul	Time & Attendance (ta)
Webdesk Actionname	Fehlzeit
Artefakt-Typ	Action

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