

# Time Base

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## General

**Standard employees** have the possibility

- to **book** attendances and absences
- use the menu items
  - **Info**
  - **Requests**
  - **Workflow Management**
  - **Options**

**Management employees** have the possibilities of the standard employee and additionally

- the menu item **Management**
- the menu item **Reports** for various evaluations concerning the company / the employees

**Admin employees** have the possibilities of the standard employee and additionally

- the menu item **Administration** to perform administrative tasks concerning the company / the employees.

Of course, one or more employees can also be assigned the management and administration ability at the same time.

**Workflows are controlled** by freely assigning the **roles** of supervisors and personnel to individual employees and/or groups.

*The functions in detail:*

## Booking

### Info

- [Master data / accounts](#)<sup>1</sup>
  - *overview of own master data and account values (balance, vacation, sick days)*
- [Journal](#)<sup>2</sup>
  - *overview of attendance/absence times in current and past months*
- [Calendar](#)<sup>3</sup>
  - *overview of absences such as vacation, sick leave, special vacation, etc.*
- [Group calendar](#)<sup>4</sup>
  - *overview of absences, e.g. holidays, sick leave, special leave, etc. for the entire group (department)*
- [Attendance list](#)<sup>5</sup>
  - *overview of currently present / absent colleagues / employees in the company*

### Requests<sup>6</sup>

- [Sick note](#)<sup>7</sup> (for colleagues)  
*The reason for absence is automatically continued until the employee logs in again.*
- [Time Corrections](#)<sup>8</sup>
  - *Positive: Present, off-site work, doctor's visit, various absences, teleworking*

- *Negative: Present (e.g.: subsequent booking of a lunch break)*
- **Deletion of working times**<sup>9</sup>
  - *Delete incorrect attendance times from the system (e.g. post pause later)*
- **Absences**<sup>10</sup>
  - *Vacation paid, time compensation, business trip, seminar, sick with continued pay*
- **Cancellation of absences**<sup>11</sup>
  - *Delete incorrect absence times from the system (for example, move vacation)*
- **Special absenteeism**<sup>12</sup>
  - *Special paid vacation, cure, nursing leave*
- **§20 AZG special cases**<sup>13</sup>
- **Special requests (This chapter is still in progress.)**
- **Request for business trip (This chapter is still in progress.)**
- **Holiday (This chapter is still in progress.)**
  - *Request for crediting unvaluated working time*

## Workflow Management

- **Open tasks**<sup>14</sup>
  - *archive of completed tasks (for managers for approval, rejection, review)*
- **Open requests**<sup>15</sup>
  - *archive of completed applications (for employees to see an overview of their own applications)*

## Administration

- **Organigram**<sup>16</sup>
  - *structure of the company, persons / groups within the company move*
- **Employee administration**<sup>17</sup>
  - *master data, group membership, role assignment, time models*
- **Manage groups / departments**<sup>18</sup>
  - *hierarchical structure, loose groups, role assignment, person assignment*
- **Role management**<sup>19</sup>
  - *assignment of roles to supervisors / personnel to persons / groups*
- **Switch user**<sup>20</sup>
- **Time correction client**<sup>21</sup>
  - *monthly and daily view for correction of times - only available for owners of the role "Personnel"!*
- **Absence time client**<sup>22</sup>
  - *entry of absence times over one or more days*

## Options

- **Change password**<sup>23</sup>
- **Settings**<sup>24</sup>
  - *mail notification, deputy regulation, language*

1. /daisy/personalwolke-admin/5869-dsy.html?language=4
2. /daisy/personalwolke-admin/5872-dsy.html?language=4
3. /daisy/personalwolke-admin/5870-dsy.html?language=4
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