

# Time Base

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## General

**Standard employees** have the possibility to **book**, use the menu items under **Info** as well as **requests**, **Workflow Management** and **Options**.

In addition to the possibilities of the standard employee, **management employees** have the menu item **Management** and the menu item **Reports** for various evaluations concerning the company / the employees.

In addition to the possibilities of the **standard employee**, **admin employees** have 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

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

### Requests

- [Zeitkorrektur](#)<sup>6</sup> time correction
  - *Positive: Present, off-site work, doctor's visit, various absences, teleworking*
  - *Negative: Present (e.g.: subsequent booking of a lunch break)*
- [Storno Zeitkorrektur](#)<sup>7</sup> Cancellation time correction
  - *Delete incorrect attendance times from the system (e.g. post pause later)*
- [Fehlzeit](#)<sup>8</sup> Absence time
  - *Vacation paid, time compensation, business trip, seminar, sick with continued pay*
- [Fehlzeit Storno](#)<sup>9</sup> Cancellation Absence time
  - *Delete incorrect absence times from the system (for example, move vacation)*
- [Sonderfehlzeit](#)<sup>10</sup> special absence time
  - *Special paid vacation, cure, nursing leave*
- [Krankmeldung](#)<sup>11</sup> (für Kollegen) Illness notification (for colleagues)
  - *Reason for absence is automatically continued until the employee logs in again.*
- [§20 AZG Außergewöhnliche Fälle](#)<sup>12</sup> §20 AZG Exceptional cases

- *Request for crediting unvaluated working time*

## Workflow Management

- *Offene Aufgaben*<sup>13</sup> *Open tasks / archive of completed tasks (for managers for approval, rejection, review)*
- *Offene Anträge*<sup>14</sup> *Open applications / archive of completed applications (for employees to see an overview of their own applications)*

## Administration

- *Organigramm*<sup>15</sup> *Organigram (structure of the company, persons / groups within the company move)*
- *Mitarbeiterverwaltung*<sup>16</sup> *Employee administration (master data, group membership, role assignment, time models)*
- *Gruppen / Abteilungen verwalten*<sup>17</sup> *Manage groups / departments (hierarchical structure, loose groups, role assignment, person assignment)*
- *Rollenverwaltung*<sup>18</sup> *Role management (assignment of roles to supervisors / personnel to persons / groups)*
- *Benutzer umschalten*<sup>19</sup> *Toggle users*
- *Zeitkorrektur-Client*<sup>20</sup> *Time correction client (monthly and daily view for correction of times) - only available for owners of the role "Personnel"!*
- *Fehlzeit- Client*<sup>21</sup> *Absence time client (entry of absence times over one or more days)*

## Options

- *Passwort ändern*<sup>22</sup> *Change password*
- *Einstellungen*<sup>23</sup> *Settings (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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