

Time Base

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

Requests

- [Time correction](#)⁶
 - *Positive: Present, off-site work, doctor's visit, various absences, teleworking*
 - *Negative: Present (e.g.: subsequent booking of a lunch break)*
- [Cancellation time correction](#)⁷
 - *Delete incorrect attendance times from the system (e.g. post pause later)*
- [Absence time](#)⁸
 - *Vacation paid, time compensation, business trip, seminar, sick with continued pay*
- [Cancellation absence time](#)⁹

- *Delete incorrect absence times from the system (for example, move vacation)*
- [Special absence time](#)¹⁰
 - *Special paid vacation, cure, nursing leave*
- [Illness notification](#)¹¹ *(for colleagues)*
 - *Reason for absence is automatically continued until the employee logs in again.*
- [§20 AZG Exceptional cases](#)¹²
 - *Request for crediting unvaluated working time*

Workflow Management

- [Open tasks](#)¹³
 - *archive of completed tasks (for managers for approval, rejection, review)*
- [Open requests](#)¹⁴
 - *archive of completed applications (for employees to see an overview of their own applications)*

Administration

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

Options

- [Passwort ändern](#)²² *Change password*
- [Einstellungen](#)²³ *Settings (mail notification, deputy regulation, language)*

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