Absence-Client

General

With the **Absence-Client**, absences that extend over one or more days can be entered in a simple manner.

The desired employee can be selected by typing the name in the Person field (Auto-Complete):

By entering the name, a list of employees with their first and last names is displayed, from which the desired employee can be conveniently selected. As soon as the entered name is unique, its name is automatically entered in the field (without any interaction with the mouse).

Alternatively, the desired employee can be selected by clicking on the 3 horizontal dots:

By clicking the blue arrow keys you can browse through the possible persons and years.

The correction mask

After selecting an employee, the input screen changes as follows and the deactivated fields (Start absence, End absence, Comment) are activated:

The following fields must be filled in:

- Start of absence - the start of the adjustment posting
- End of absence - the end of the adjustment posting
- Reason for absence - the reason for error to be posted for the selected period.
- Half day - Is it a half day misconception?
- Comment - Comment on booking (optional)

Below you will find a short explanation of the usable absence reasons:

Reason-Nr.	Reason-Name	(S) By the hour / (GT) Full day / (HT) Half day	Examples of this error reason
0	Present	(HT) / (GT)	Worked that day but forgot to book.
1	paid vacation	(HT) / (GT)	e.g. Summer vacation, winter vacation, etc.
2	Special unpaid vacation	(HT) / (GT)	
3	Special paid vacation	(HT) / (GT)	Marriage, birth, death, change of residence
4	Sick with continued pay	(HT) / (GT)	sick note from the doctor
5	Sick without continued pay	(HT) / (GT)	
7	time compensation	(HT) / (GT)	Reduction of flexitime balance

8	business trip	(HT) / (GT)	e.g. 2-day business trip from Vienna to Innsbruck due to a customer visit or 1-day business trip from Vienna to St. Pölten for a sales talk
10	maternity leave	(HT) / (GT)	pregnancy
12	care release	(HT) / (GT)	e.g. necessary care of a child / partner living in the same household you can find more information here[1]
13	Basic military/ replacement service	(HT) / (GT)	Federal Armed Forces / Civilian Service
15	Various absences	(HT) / (GT)	Collective absence reason for all absences that are not covered by one of the other absence reasons.
16	unvalued absence time	(HT) / (GT)	
17	cure	(HT) / (GT)	e.g. cure stay after longer illness, etc.
20	Telework	(HT) / (GT)	e.g. Work from home (home office)

After setting the start and end of the absence, the selected time period is highlighted in the calendar:

Click on **Save Icon** to enter the correction in the system.

1. https://www.help.gv.at/Portal.Node/hlpd/public/content/37/Seite.370201.html