

# Time Professional

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## General

The **Time Professional** Account offers the possibility to view **reports** for the evaluation of relevant data compared to the Time-Base Account.

**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)*
- **Management**
  - *Kontenauswertung*<sup>24</sup> *Account evaluation (balance, sick days, remaining holidays, consumed holidays, travel days, training days)*
  - *Kalenderübersicht*<sup>25</sup> *Calendar overview (monthly/weekly overview of the calendars of all employees - absences, planned absences, etc.)*
  - *Jahreskalender*<sup>26</sup> *Annual calendar (graphically displayed representation of the entire year with absences & planned absences)*
  - *Statistik*<sup>27</sup> *Statistics (evaluation of sick days, holidays taken and attendance)*
- **Reports**
  - *Urlaubsfilter*<sup>28</sup> *Vacation filter (>5 days) (list of employees with >5 vacation days)*
  - *Buchungsliste*<sup>29</sup> *Booking list (overview of presence/absence of selected employees/groups)*
  - *Auswertung Anträge*<sup>30</sup> *Evaluation of applications (overview of the (selected) applications that are currently managed in the system)*
  - *10h Überschreitung*<sup>31</sup> *10h overrun (overview of employees who have exceeded the maximum daily working time of 10 hours)*
  - *50h Überschreitung*<sup>32</sup> *50h overrun (overview of employees who have exceeded the maximum weekly working time of 50 hours)*

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