

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

- *Delete incorrect absence times from the system (for example, move vacation)*
- [Special absence time](#)<sup>10</sup>
  - *Special paid vacation, cure, nursing leave*
- [Illness notification](#)<sup>11</sup> *(for colleagues)*
  - *Reason for absence is automatically continued until the employee logs in again.*
- [§20 AZG Exceptional cases](#)<sup>12</sup>
  - *Request for crediting unvaluated working time*
- **Workflow Management**
  - [Open tasks](#)<sup>13</sup> / *archive of completed tasks (for managers for approval, rejection, review)*
  - [Open requests](#)<sup>14</sup> / *archive of completed applications (for employees to see an overview of their own applications)*
- **Administration**
  - [Organigramm](#)<sup>15</sup> *(structure of the company, persons / groups within the company move)*
  - [Mitarbeiterverwaltung](#)<sup>16</sup> *Employee administration (master data, group membership, role assignment, time models)*
  - [Manage groups / departments](#)<sup>17</sup> / *(hierarchical structure, loose groups, role assignment, person assignment)*
  - [Role management](#)<sup>18</sup> *(assignment of roles to supervisors / personnel to persons / groups)*
  - [Switch users](#)<sup>19</sup>
  - [Time correction client](#)<sup>20</sup> *(monthly and daily view for correction of times) - only available for owners of the role "Personnel"!*
  - [Absence client](#)<sup>21</sup> *(entry of absence times over one or more days)*
- **Options**
  - [Change Password](#)<sup>22</sup>
  - [Settings](#)<sup>23</sup> *(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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2. /daisy/personalwolke-admin/5872-dsy.html?language=4
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