

# Absence time cancellation

## General

**Absence time cancellation** requests are used to delete incorrect full-day or half-day absences (leave, time compensation, ...) from the system. This means that an employee who, for example, wants to cancel his or her requested and already approved leave can subsequently remove this request from the system using a Cancel Absence Request.

An example: An employee has an approved leave from 27.07. to 31.07. - but cannot take it. He or she therefore calls up the Cancel Absence Request and enters the relevant date (from 07/27 to 07/31). Since no approval by the superior is required, the change is immediately visible in the system after a click on **Start Process**.

The user must enter the From and To date (from July 27 to July 31) in the form.

The only possible error reason is Present, since a full-day or half-day absence is to be canceled.

If required, you can enter a note in the Comment field explaining why the absence had to be canceled (for example, postponing the leave).



The screenshot shows a web form titled "Fehlzeit Storno" (Absence Cancellation). At the top, there are four buttons: "Prozess starten" (Start process), "Als Entwurf speichern" (Save as draft), "Kalender einblenden" (Show calendar), and "Gruppenkalender einblenden" (Show group calendar). The form fields are as follows:

- Von-Datum: 27.07.2015
- Bis-Datum: 31.07.2015
- Fehlgrund: Anwesend
- Fehlgrundmodus: ganztags
- Bemerkung: Urlaub muss leider verschoben werden.

A yellow warning box on the right contains the text: "Mit diesem Antrag können Sie eine geplante Abwesenheit stornieren." (With this application you can cancel a planned absence.)

The button "**Show calendar**" serves here as a possible help when filling out the request, the personal calendar is shown.

The button "**Show group calendar**" serves here as possible help when filling out the request, the group calendar is shown.

After a click on "**Start process**" the cancellation is made in the system and you get to the overview Open requests. [Offene Anträge](#)<sup>1</sup>.

## Approval process

*Applicant --> Manager*

The application is submitted to the manager for inspection (i.e. to take note of a type).

1. /daisy/personalwolke-admin/5878-dsy.html?language=4