Cancel absence

NOTIZ

Note: This chapter describes the standard form of this function. The function you use may differ from what is described here due to a client-specific design of the process.

General

Cancel absence requests are used to delete incorrect full-day or half-day absences (vacation, time off in lieu, ...) from the system. This means that an employee who, for example, wants to cancel vacation that was requested and already approved can remove it from the system retroactively with a cancel absence request. An example: an employee has approved vacation from 04/03 to 04/10 but cannot take it. So he opens the cancel absence request and enters the corresponding dates (from 04/03 to 04/10). Since no approval by the supervisor is necessary, the change is visible in the system immediately after clicking **Start process**.

The user must enter the from and to dates (from 04/03 to 04/10) in the form.

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

If needed, a note can be entered in the "Comment" field explaining why the absence had to be canceled (e.g., rescheduling vacation).

The "**Show calendar**[1]" button serves here as a possible aid when filling out the request; the personal calendar is displayed.

The "**Show group calendar**[2]" button serves here as a possible aid when filling out the request; the group calendar is displayed.

After clicking "**Start process**", the cancellation is made in the system and you are taken to the Open requests[3] overview.

Approval process

Requester --> ***Supervisor***

The request is submitted to the supervisor for review, i.e., for acknowledgment only. No approval step is necessary.

1. /daisy/personalwolke-admin/5870-dsy.html?language=4
2. /daisy/personalwolke-admin/5873-dsy.html?language=4
3. /daisy/personalwolke-admin/5878-dsy.html?language=4