

# Time Base

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## General

**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<sup>6</sup>

- [Sick note](#)<sup>7</sup> *(for colleagues)*  
*The reason for absence is automatically continued until the employee logs in again.*
- [Time Corrections](#)<sup>8</sup>
  - *Positive: Present, off-site work, doctor's visit, various absences, teleworking*

- *Negative: Present (e.g.: subsequent booking of a lunch break)*
- [Deletion of working times](#)<sup>9</sup>
  - *Delete incorrect attendance times from the system (e.g. post pause later)*
- [Absences](#)<sup>10</sup>
  - *Vacation paid, time compensation, business trip, seminar, sick with continued pay*
- [Cancellation of absences](#)<sup>11</sup>
  - *Delete incorrect absence times from the system (for example, move vacation)*
- [Special absenteeism](#)<sup>12</sup>
  - *Special paid vacation, cure, nursing leave*
- [§20 AZG special cases](#)<sup>13</sup>
- *Special requests (This chapter is still in progress.)*
- *Request for business trip (This chapter is still in progress.)*
- *Holiday (This chapter is still in progress.)*
  - *Request for crediting unvaluated working time*

## Workflow Management

- [Open tasks](#)<sup>14</sup>
- [Open requests](#)<sup>15</sup>
- *Archive for [Completed ToDos](#)<sup>16</sup> and [Finished Requests](#)<sup>17</sup>*

## Administration

- [Organigram](#)<sup>18</sup>
  - *structure of the company, persons / groups within the company move*
- [Employee administration](#)<sup>19</sup>
  - *master data, group membership, role assignment, time models*
- [Manage groups / departments](#)<sup>20</sup>
  - *hierarchical structure, loose groups, role assignment, person assignment*
- [Role management](#)<sup>21</sup>
  - *assignment of roles to supervisors / personnel to persons / groups*
- [Switch user](#)<sup>22</sup>
- [Time correction client](#)<sup>23</sup>
  - *monthly and daily view for correction of times - only available for owners of the role "Personnel"!*
- [Absence time client](#)<sup>24</sup>
  - *entry of absence times over one or more days*

## Options

- [Change password](#)<sup>25</sup>
- [Settings](#)<sup>26</sup>
  - *mail notification, deputy regulation, language*

1. [/daisy/personalwolke-default-en/Time-Base/9978-dsy/ta\\_showPersonalData.cact.html](/daisy/personalwolke-default-en/Time-Base/9978-dsy/ta_showPersonalData.cact.html)
2. [/daisy/personalwolke-default-en/Time-Base/9978-dsy/ta\\_getJournal.cact.html](/daisy/personalwolke-default-en/Time-Base/9978-dsy/ta_getJournal.cact.html)

3. /daisy/personalwolke-default-en/Time-Base/9978-dsy/ta\_getCalendar.cact.html
4. /daisy/personalwolke-default-en/Time-Base/9978-dsy/ta\_getGroupCalendar.cact.html
5. /daisy/personalwolke-default-en/Time-Base/9978-dsy/ta\_getAttendanceTableau.cact.html
6. /daisy/personalwolke-default-en/Time-Base/10091-dsy.html
7. /daisy/personalwolke-default-en/Time-Base/10091-dsy/Krankmeldung.proc.html
8. /daisy/personalwolke-default-en/Time-Base/10091-dsy/StdZeitkorrektur.proc.html
9. /daisy/personalwolke-default-en/Time-Base/10091-dsy/StdStornoZeitkorrektur.proc.html
10. /daisy/personalwolke-default-en/Time-Base/10091-dsy/Fehlzeit.proc.html
11. /daisy/personalwolke-default-en/Time-Base/10091-dsy/FehlzeitStorno.proc.html
12. /daisy/personalwolke-default-en/Time-Base/10091-dsy/Sonderfehlzeit.proc.html
13. /daisy/personalwolke-default-en/Time-Base/10091-dsy/AntragDeaktivierungKappung.proc.html
14. /daisy/personalwolke-default-en/Time-Base/10064-dsy/wf\_getMyToDos.act.html
15. /daisy/personalwolke-default-en/Time-Base/10064-dsy/wf\_getMyOpenRequests.act.html
16. /daisy/personalwolke-default-en/Time-Base/10064-dsy/Archive/wf\_getMyFinishedToDos.act.html
17. /daisy/personalwolke-default-en/Time-Base/10064-dsy/Archive/wf\_getMyFinishedRequests.act.html
18. /daisy/personalwolke-default-en/Time-Base/10473-dsy/po\_orgBuilder.act.html
19. /daisy/personalwolke-default-en/Time-Base/10473-dsy/5885-dsy.html
20. /daisy/personalwolke-default-en/Time-Base/10473-dsy/Groups.html
21. /daisy/personalwolke-default-en/Time-Base/10473-dsy/po\_showRoles.act.html
22. /daisy/personalwolke-default-en/Time-Base/10473-dsy/po\_switchToOtherUser.act.html
23. /daisy/personalwolke-default-en/Time-Base/6201-dsy/ta\_correctionClient\$Prof.cact.html
24. /daisy/personalwolke-default-en/Time-Base/10473-dsy/9874-dsy/ta\_absenceClient.cact.html
25. /daisy/personalwolke-default-en/5888-dsy.html
26. /daisy/personalwolke-default-en/Time-Base/Settings/wf\_getUserSetup.act.html