

Time Professional

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**
 - *Master data / accounts*¹ (overview of own master data and account values (balance, vacation, sick days))
 - *Journal*² (overview of attendance/absence times in current and past months)
 - *Calendar*³ (overview of absences such as vacation, sick leave, special vacation, etc.)
 - *Group calendar*⁴ (overview of absences, e.g. holidays, sick leave, special leave, etc. for the entire group (department))
 - *Attendance list*⁵ (overview of currently present / absent colleagues / employees in the company)
- **Requests**
 - *Time correction*⁶
 - *Positive: Present, off-site work, doctor's visit, various absences, teleworking*
 - *Negative: Present (e.g.: subsequent booking of a lunch break)*
 - *Cancellation time correction*⁷
 - *Delete incorrect attendance times from the system (e.g. post pause later)*
 - *Absence time*⁸
 - *Vacation paid, time compensation, business trip, seminar, sick with continued pay*
 - *Cancellation Absence time*⁹
 - *Delete incorrect absence times from the system (for example, move vacation)*
 - *Special absence time*¹⁰
 - *Special paid vacation, cure, nursing leave*
 - *Illness notification*¹¹ (for colleagues)
 - *Reason for absence is automatically continued until the employee logs in again.*
 - *§20 AZG Exceptional cases*¹²
 - *Request for crediting unvaluated working time*

- **Workflow Management**
 - *Open tasks*¹³ / archive of completed tasks (for managers for approval, rejection, review)
 - *Open Requests*¹⁴ / archive of completed applications (for employees to see an overview of their own applications)
- **Administration**
 - *Organigramm*¹⁵ (structure of the company, persons / groups within the company move)
 - *Mitarbeiterverwaltung*¹⁶ Employee administration (master data, group membership, role assignment, time models)
 - *Manage groups / departments*¹⁷ / (hierarchical structure, loose groups, role assignment, person assignment)
 - *Role management*¹⁸ (assignment of roles to supervisors / personnel to persons / groups)
 - *Switch users*¹⁹
 - *Time correction client*²⁰ (monthly and daily view for correction of times) - only available for owners of the role "Personnel"!
 - *Absence client*²¹ (entry of absence times over one or more days)
- **Options**
 - *Change Password*²²
 - *Settings*²³ (mail notification, deputy regulation, language)
- **Management**
 - *Kontenauswertung*²⁴ Account evaluation (balance, sick days, remaining holidays, consumed holidays, travel days, training days)
 - *Kalenderübersicht*²⁵ Calendar overview (monthly/weekly overview of the calendars of all employees - absences, planned absences, etc.)
 - *Jahreskalender*²⁶ Annual calendar (graphically displayed representation of the entire year with absences & planned absences)
 - *Statistik*²⁷ Statistics (evaluation of sick days, holidays taken and attendance)
- **Reports**
 - *Urlaubsfilter*²⁸ Vacation filter (>5 days) (list of employees with >5 vacation days)
 - *Buchungsliste*²⁹ Booking list (overview of presence/absence of selected employees/groups)
 - *Auswertung Anträge*³⁰ Evaluation of applications (overview of the (selected) applications that are currently managed in the system)
 - *10h Überschreitung*³¹ 10h overrun (overview of employees who have exceeded the maximum daily working time of 10 hours)
 - *50h Überschreitung*³² 50h overrun (overview of employees who have exceeded the maximum weekly working time of 50 hours)

1. /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
3. /daisy/personalwolke-default-en/Time-Base/10313-dsy/ta_getOrgCalendar\$Base.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/StdZeitkorrektur.proc.html
7. /daisy/personalwolke-default-en/Time-Base/10091-dsy/StdStornoZeitkorrektur.proc.html
8. /daisy/personalwolke-default-en/Time-Base/10091-dsy/Fehlzeit.proc.html

9. /daisy/personalwolke-default-en/Time-Base/10091-dsy/FehlzeitStorno.proc.html
10. /daisy/personalwolke-default-en/Time-Base/10091-dsy/Sonderfehlzeit.proc.html
11. /daisy/personalwolke-default-en/Time-Base/10091-dsy/Krankmeldung.proc.html
12. /daisy/personalwolke-default-en/Time-Base/10091-dsy/AntragDeaktivierungKappung.proc.html
13. /daisy/personalwolke-default-en/Time-Base/10064-dsy/wf_getMyToDos.act.html
14. /daisy/personalwolke-default-en/Time-Base/10064-dsy/wf_getMyOpenRequests.act.html
15. /daisy/personalwolke-default-en/Time-Base/10473-dsy/po_orgBuilder.act.html
16. /daisy/personalwolke-default-en/Time-Base/10473-dsy/5885-dsy.html
17. /daisy/personalwolke-default-en/Time-Base/10473-dsy/Groups.html
18. /daisy/personalwolke-default-en/Time-Base/10473-dsy/po_showRoles.act.html
19. /daisy/personalwolke-default-en/6124-dsy/5887-dsy.html
20. /daisy/personalwolke-default-en/Time-Base/6201-dsy/ta_correctionClient\$Prof.cact.html
21. /daisy/personalwolke-default-en/Time-Base/10473-dsy/9874-dsy/ta_absenceClient.cact.html
22. /daisy/personalwolke-default-en/5888-dsy.html
23. /daisy/personalwolke-default-en/6124-dsy/5889-dsy.html
24. /daisy/personalwolke-default-en/Time-Base/10313-dsy/ta_getOrgJournal\$Base.cact.html
25. /daisy/personalwolke-default-en/Time-Base/10313-dsy/ta_getOrgCalendar\$Base.cact.html
26. /daisy/personalwolke-default-en/Time-Base/10313-dsy/ta_getOrgCalendarYearly\$Base.cact.html
27. /daisy/personalwolke-default-en/Time-Base/10313-dsy/ta_getStatistic\$Base.cact.html
28. /daisy/personalwolke-default-en/Time-Base/6201-dsy/10385-dsy/ta_getOrgJournalWithFilter.cact.html
29. /daisy/personalwolke-default-en/Time-Base/6201-dsy/10385-dsy/ta_getOrgJournal.cact.html
30. /daisy/personalwolke-default-en/Time-Base/6201-dsy/10385-dsy/wf_getOrgProcessInstancesProf.cact.html
31. /daisy/personalwolke-default-en/Time-Base/6201-dsy/10385-dsy/ta_getOrgJournalWithFilter\$10h.cact.html
32. /daisy/personalwolke-default-en/Time-Base/6201-dsy/10385-dsy/ta_getOrgJournalWithFilter\$50h.cact.html